

**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. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall
- FOR ATTENTION** : Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment
- CLOSING DATE** : 30 November 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, ID document and Certificate of Registration (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. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
- OTHER POST**
- POST 46/262** : **PHARMACISTS GRADE 1 – 3 REF NO: REFS/003310**
One year contract
Chief Directorate: Veterinary Services
Directorate: Animal Health Advisory & Support
- SALARY** : R655 980 – R780 612 per annum total package (offer will be based on the recognisable years of experience after registration in line with OSD)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor degree in Pharmacist (NQF 7) or equivalent and must have a current registration with the South African Pharmacy Council. Fully completed the Compulsory Community Service Year. 3 years recognisable experience after registration with SAPC as Pharmacist. Strong administrative and communication skills. Valid driver's license.
- DUTIES** : Provide pharmaceutical care by taking responsibility for the Veterinary patient's medicine in accordance with the Medicines and Related Substances Act (Act 101 of 1965). Preparing protocols for use of veterinary medicines. Preparing terms of reference and / or specifications for veterinary pharmaceuticals. Purchasing, acquiring, keeping, issuing, releasing, storage, packaging, repackaging, of any veterinary medicine, schedule substance and surgical consumables or the supervision thereof. Dispense any medicine or scheduled substance on the prescription of a veterinarians/ para-veterinary professionals authorized to prescribe medicine. Provide pharmaceutical care by taking responsibility for the outcome of therapy and by being actively involved in the design, implementation and monitoring of pharmaceutical plans. This includes setting up of a pharmacy and drug stores as per the prescripts of the medicines Act. Conduct pharmaceutical research and development. The promotion of public health (promotion with responsible use of antimicrobials). The furnishing of information and advice to any person with regard to the use of medicine. Taking responsibility for internal and external reporting.
- ENQUIRIES** : Ms. Baba Terblanche Tel No: (011) 240 3090

DEPARTMENT OF EDUCATION

APPLICATIONS : **Gauteng East [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754
District Gauteng West [GW]: Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581
District Johannesburg Central [JC]: Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,
District Johannesburg West [JW]: Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta @ 061 483 3054
District Sedibeng East [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage Tel No: (016) 440-1861
District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193,
Head Office [HO] Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert

CLOSING DATE
NOTE

: 30 November 2018
: Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful

OTHER POSTS

POST 46/263

: **DEPUTY DIRECTOR: STATISTICS REF NO: HO2018/11/105**
Directorate: Education Planning and Information

SALARY
CENTRE
REQUIREMENTS

: R697 011 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate, recognized three-year degree or equivalent qualifications backed 5 – 8 years' experience in statistical analysis. Masters will be added an advantage. Computer Literacy in statistical software packages. Word processing, spreadsheets and database. Leadership and organizational skills, Experience in leading large sabbatical research project. Knowledge of legal stative Framework applicable in Education and PFMA will be an added advantage. Good communication skills, written and verbal and interpersonal skills. A round understanding of education indicators and statistics. Research experience especially qualitative research.

DUTIES

: Design and implement education research products focusing on the qualitative analysis of education provision. Engage in high level data analysis to support decision makers at all levels. Lead statistis research projects, design and supervise the statistical components of education related studies. Develop and apply advanced statistical analysis techniques to the design of survey and analysis of data to evaluate education policy. Develop and apply innovative methods and theory in diverse areas such as logistic regression, multivariate analysis, sample design and projection, end evaluation of measurement error, develop, implement and maintain policy on data management. Supervision and Statistical Staff,

		Technical and fiscal management of significant projects. Produce annual statistical reports for public accountability
<u>ENQUIRIES</u>	:	Mr Ebrahim Farista, Tel No: (011) 355 0024
<u>POST 46/264</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2018/11/106</u> Directorate: Information Technology Systems
<u>SALARY</u>	:	R697 011 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	an appropriate recognized three year Degree in Computer Science or Informatics / ICT, National diploma or equivalent qualifications in the Software Development, with 5 or more years' experience in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g Google Maps API is an advantage, Server and back-end development experience. Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Gauteng Province. Experience with Data Warehouse. Must have Driver's license.
<u>DUTIES</u>	:	The primary purpose for the position is to develop or modify application solutions as specified by the Information Systems Directorate. Develop and apply complex modifications/enhancements to existing and new applications. Developing and creating code for applications, Testing, Implementing developed applications, manage development and production environment, provide support for existing applications, maintain and update existing applications, continuous review and propose enhancements to improve current applications, document design and specification, assist with interpreting and documenting business requirements, train Super users on the developed applications, provide expert information that would assist, monitor various applications and produce reports, monthly and quarterly reporting.
<u>ENQUIRIES</u>	:	Rhulani Maluleke Tel No: 011 843 6746
<u>POST 46/265</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: HO2018/11/107</u> Directorate: Office of the HOD
<u>SALARY</u>	:	R697 011 per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree plus 3-5 years' relevant experience in Documents Management or Records Management Certificate. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director Level. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Communicate with the office of the MEC, DDG's, Chief Directors, Directors, Provincial / National Departments. A valid driver's license.
<u>DUTIES</u>	:	Provide Executive support to the office of the HOD. Ensuring that the HOD's diary, Year plan are effectively managed. Ensure that Clients reporting to the HOD's desk are assisted promptly in line with Batho Pele Principles. Filing system for the office of the HOD in line with GDE file plan as prescribed. Manage the workflow of the incoming and outgoing correspondence and submissions in the HOD's office. Retrieval and tracing of documents on the system. Quality Assurance of submissions that are received from the Directorate/Units and Districts including the Briefing notes and Parliamentary Questions. Correct the submissions where the HOD has made amendments. Refer the correspondence received from the stakeholders, public and schools for responses to the relevant directorates/Units. Scrutinize documents to determine actions/Information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the HOD on the accounts. Ensure that all the documents for the meetings are properly packed. Deal with the inquiries from the public. Coordinate logistical

arrangements for meetings when required. Ensure document management and classification of documents. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD.

ENQUIRIES : Mr. Makubetse Sekhonyane Tel No: (011) 355 0896

POST 46/266 : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2018/11/108**

Directorate: Recruitment and Selection

SALARY : R697 011 per annum (All-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three year qualification. At least a minimum of five years' experience in human Resources Provisioning, which three years must be at an Assistant Director level. Knowledge and understanding of the current education and public service including Senior Management Services legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy, project management, problem solving, report writing skills and presentation skills. A valid South Africa driver's license.

DUTIES : manage recruitment, selection, retention and placement services in the Head Office. Ensure that gaps and challenges are identified, provide solutions to existing recruitment, selection, appointment, movements, and placement and retention strategies. Partake in the development and implementation of the departmental recruitment, selection, retention and placement strategies and ensure the implementation thereof. Manage the implementation of recruitment, selection, retention and placement strategies within the department. Manage the administration of all response handling, transfers, movements, placement and retention of staff. Manage the advertisement of vacancies and departmental recruitment plan. Develop Human Resource Provisioning policies based on gaps identified and norms and standards. Ensure compliances are adhered to, monitoring, maintaining and reporting in line with best practice takes place within established timelines and customer expectations. Manage the monitoring, evaluation and reporting on recruitment, selection, retention and placement outputs. Manage compliance, background and reference checks including competency assessments, verifications of qualifications and liaise with relevant stakeholders/service providers. Advise line managers on matters related to recruitment and selection processes and policies. Manage the performance and development of staff within the sub directorate.

ENQUIRIES : Ms Winny Radzilani Tel No: 011 355 0009

POST 46/267 : **DEPUTY DIRECTOR: COMPLIANCE INSPECTORATE (ANTI-CORRUPTION, ETHICS AND INTERGRITY MANAGEMENT) REF NO: HO2018/11/112**

Directorate: Compliance Inspectorate

SALARY : R697 011 per annum (All-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : an appropriate recognized 3-year National Diploma/degree in Commerce/Law/Auditing/Forensics Investigations or equivalent. At least a minimum of five years' experience within Forensics Investigations environment, which three years must be at Assistant Director level. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, (PRECCA), Protected Disclosure Act, and Promotion of Access to Information Act (PAIA), Public Service Anti-Corruption Strategy and departmental anti-corruption measures. Fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Strong communication skills (written,

oral); A valid driver's license. Certified Fraud Examiner (CFE designation) or similar professional designation; and / or; Experience in managing and investigating fraud, theft, corruption and maladministration within the public sector will be an added advantage.

DUTIES : Planning and managing multiple investigations at the same time, prioritising investigations; Supervising a team of investigators during all activities in an investigation (from planning to reporting), providing clear and expert guidance and mentoring; Conducting investigations through meticulous fact finding (operational and financial) and evidence retrieval within allocated time frames; Drafting and/or reviewing factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testifying in internal disciplinary hearings, civil and criminal proceedings. Present and motivate investigations outcome at executive levels; Develop and maintain professional relationships with all stakeholders. Conduct fraud awareness programs in line with the departmental Fraud Prevention Plan/Strategy. Conduct feedback presentations on investigation outcomes. Provide suggestions to management to enhance the internal controls and systems to address fraud risks. Leading and promoting a culture of fraud risk awareness and training. Assist in communicating new fraud trends in the sector to the stakeholders. Promoting professional ethics within the Department. Ensure the protection of information and persons providing information. Ensure protection of identities of whistle-blowers. Ensure protection of confidential reports relating to anticorruption.

ENQUIRIES : Mr. William Makgabo Tel No: 011 355 0269

POST 46/268 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HO2018/11/113**
Directorate: Internal Control

SALARY : R697 011 per annum (All-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized three-year National Diploma or Degree in Auditing/Accounting/ Management Accounting or equivalent. At least a minimum of five years' experience within an audit or finance environment, of which three years must be at an Assistant Director level. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body; and / or; experience in managing internal and external audit projects will be an added advantage.

DUTIES : Coordinate the registration of all incidents of non-compliance and financial misconducts. Assist and support the director in implementing consequences management for financial misconduct. Monitor compliance with all financial laws and regulations. Coordinate the in-detail testing of key financial controls in the department. Coordinate the in-detail testing of key financial controls in the department. Coordinate independent and objective assessments of internal controls, financial results, departmental processes and adherence to compliance requirements. Advice management and process owners on accounting and internal control requirements. Advice management and process owners on accounting and internal control requirements. Partake in the compilation of management reports on financial compliance matters. Partake in providing recommendations on improvements in procedures and systems in order to improve the internal control environment (maturity level) within the department. Manage monitoring of internal and external audit processes within the department. Liaise with management and coordinate their responses with respect to audit related requests. Ensure that appropriate corrective measures are implemented by management. Assist with responses to queries from oversight bodies.

Coordinate the monitoring of the implementation of recommendations provided by oversight structures. Partake in the development and maintenance of policies and procedures on asset losses. Partake in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Coordinate the monitoring of compliance against the Asset Loss policy. Coordinate the registration of all cases of asset losses and ensure that investigations are conducted. Coordinate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Coordinate site visits and compile reports associated with these. Ensure accurate preservation and protection of all relevant data and case content for successful investigation and prosecution. Manage the performance of subordinates according to a PDMS. Develop staff work plans for the effective distribution of work. Manage leave of subordinates. Manage conflict constructively to maintain a conducive working environment.

ENQUIRIES

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Ms Stephina Selepe- Khubedu Tel No: 011 355 0786

POST 46/269

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DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: JC2018/11/98
Sub Directorate: Finance and Administration

SALARY CENTRE REQUIREMENTS

:

R697 011 per annum (All-inclusive package)
Johannesburg Central District
An appropriate recognized three-year National Diploma/ Degree in Accounting/Financial Administration and at least minimum of 5 years working experience within Finance environment, which 3 years must be at an Assistant Director level. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid drivers license.

DUTIES

:

Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Assist IDSO's with all financial administrative aspects affecting schools. Implement and maintain asset management policies of the department. Link between district and GDF. Manage SLA with the GSSC and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES

:

Mr Linda Mabutho Tel. No: 011 983 2231

POST 46/270

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DEPUTY DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2018/11/115
Directorate: Dispute Management

SALARY CENTRE REQUIREMENTS

:

R697 011 per annum (All-inclusive package)
Head Office, Johannesburg
An appropriate, recognised 3-year degree/ diploma in Labour Relations or relevant three-year qualification. Minimum of 7 years in Labour Relations of which 3 years must be at Assistant Director level. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

DUTIES

:

Implement policy regarding disciplinary enquiries. Manage high profile disciplinary

cases as identified by the employer. Facilitate and manage resolution of dispute, Represent the Department at various bargaining council (GPSSBC, ELRC, PSCBC, CCMA). Promote efficient labour relations policies. Maintain labour peace within the organization.

ENQUIRIES : Mr Patrick Selowa Tel No: 011 355 1505

POST 46/271 : **ASSISTANT DIRECTOR: CONTACT CENTER REF NO: HO2018/11/90**
Directorate: Contact Center

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three year National Diploma/ Degree plus 5 years relevant experience of which 3 years must be on supervisory level. Good communication (verbal & written) and interpersonal skills. Good planning and organising skills. Ability to work under pressure. Knowledge of Public Service Administration, /knowledge Management, Operations Management, Client Service Management. A valid driver's license is essential.

DUTIES : Efficient implementation of Contact Centre Process including call Centre, Frontline Management and Query Management. Efficient monthly reporting of enquiry, complaints, analysis and trends. Track, trace and monitor turnaround times and manage escalation process. Conduct Service satisfaction surveys. Manage staff. Manage day to day operations and perform administrative function.

ENQUIRIES : Ms S Mabotja Tel No: 011 355 1032

POST 46/272 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: HO2018/11/91**
Directorate: Internal Communication

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate, recognized 3 year Diploma/Degree in Graphic Design plus 3-5 years' experience in graphic designing. Knowledge of Public Service Act and Regulations, Gauteng Provincial Government's CI manual, Communication Policies and Practices. Working knowledge of Apple Mac OSX. Adobe Creative Suite with proficiency in design, Photoshop and illustrator. Knowledge of freehand MX, and experience in digital printing. Valid driver's License. Skills: A creative mind-set. Analytical skills - the ability to analyse information and brainstorm solutions when performing tasks and reports. Attention to detail is a vital skill to have. Communication skills - to be able to convey information effectively and efficiently with team members and line functions to ensure that their designs accurately reflect the desired message and effectively express information. Ability to plan, organize and prioritise duties and tasks. Time management plays a vital role in ensuring deadlines are met. Results-orientated. High level of initiative and assertiveness.

DUTIES : Design Collateral: Develop, design, layout and produce artwork for marketing materials including brochures, posters, signs, business cards, letterheads, banners and various other items. Work collaboratively with the photographer, webmaster and other colleagues to design, develop and execute creative layouts, graphics, animation, video, and online tutorials for websites. Demonstrate illustrative skills by designing rough sketches and working on layouts ready for print. Proofreading to produce accurate and high-quality work. Present finalise ideas and concepts to the Deputy Director: Internal Communication for approval Regular maintenance and upkeep of the web content, digital marketing materials, and platforms, including our websites, social media and video channels. Communication: Co-ordinate production and timelines of print jobs with team members, line functions and printers to meet overall deadlines. Working as part of a team with photographer, events and social media specialists. Contribute to team effort by conceptualising ideas, accomplishing related results and as needed. Research: Demonstrate an understanding of the GPG brand, social channels, and consumer trends. Review current marketing material and identify emerging opportunities for growth. Keep abreast with the latest design technologies, techniques and adapt to the changing landscape of technology, social media/tools and digital marketing. AdhocTasks: General administrative duties. Any other

		duties which may be required from time to time as directed by the Deputy Director: Internal Communication.
<u>ENQUIRIES</u>	:	Ms Nanagolo Leopeng Tel No: 011 355 0201
<u>POST 46/273</u>	:	<u>ASSISTANT DIRECTOR: PHOTOGRAPHER REF NO: HO2018/11/92</u> Directorate: Internal Communication
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3 year Diploma/Degree in Photography plus 3-5 years' experience in photography. Knowledge of Public Service Act and Regulations, Gauteng Provincial Government's CI manual, Communication Policies and Practices. The Photographer must use their technical expertise, creativity, and composition skills to produce and preserve images that visually tell a story or record an event. Valid driver's License. Skills: A photographer should: be creative, with a good eye for a picture be reliable and able to meet deadlines, be motivated and determined, have excellent technical and photographic skills, have computer skills, especially with computer programs such as Photoshop, have good communications skills, be confident organising people, be able to listen and interpret the client's needs, be able to focus on getting a good picture no matter what is going on around them, have computer skills, attention to detail, Interpersonal skills.
<u>DUTIES</u>	:	To provide a photographic service to the department. To photographically document all the important events and milestones. To store the pictures in the digital archive specifically setup for this purpose. To maintain the digital archive. To maintain the archive for historical reasons and make this available to any person or organisation that may need or have a use for the images. To ensure that the picture assets in both archives are maintained according to the guidelines as set-out by national archives or alternately best practice procedures in this regard must be employed. All the equipment in the unit must be protected, serviced and maintained. To facilitate and manage the printing, framing and exhibiting of photographs for the department. To work closely with the graphic designer and other related units to ensure that the sourcing of the best pictures on file are used for the publications they produce. Adhoc Tasks: General administrative duties. Any other duties which may be required from time to time as directed by the Deputy Director: Internal Communication.
<u>ENQUIRIES</u>	:	Ms Nanagolo Leopeng Tel No: 011 355 0201
<u>POST 46/274</u>	:	<u>ASSISTANT DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: HO2018/11/93</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate, recognised three year National Diploma/ Degree in Public Administration or relevant three-year qualification, at least 5 years relevant working experience of which 3 years must be on supervisory level. Experience in Early Child Development will be an added advantage. Knowledge and understanding of Education legislation and policies in particular those relating to Early Childhood Development and including ECD Integrated policy and Children's Act. Understanding of National and Provincial mandates to improve access and quality for Early Childhood Development; Knowledge and understanding of Monitoring and Evaluation processes and tools applicable to Education and relevant to Early Childhood Development; In-depth understanding of Project Management, Data management and Education IT Systems; Computer literacy in Excel, Access, Word and PowerPoint; Excellent written & verbal communication skills; Valid driver's license.
<u>DUTIES</u>	:	Provide assistance in the coordination of ECD Policy implementation and policy reviews within the province, initiate research issues to establish trends and creating opportunities for improving implementation, Assist with the Coordination of ECD Directorate's Strategic implementation to achieve all the targets as set in PPMs and SPMs and reporting thereof; Development of Monitoring tools,

instruments, guidelines, processes and reporting for ECD outputs; Development of data management processes and Information for ECD; Generation of ECD plans, calendars and reports on ECD activities; Develop monthly and quarterly statutory reports for ECD.

ENQUIRIES : Ms Phumelele Tloubatla Tel No: 011 355 0482

POST 46/275 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG: REF NO: HO2018/11/94**
Directorate: Curriculum Management and Delivery

SALARY : R356 289 per annum plus benefits
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 5 years relevant experience in office administrative environment of which 3 years must be on supervisory level. Knowledge of information systems, people management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management, report writing skills, computer literate skills, administrative, analytical, planning, organizational skills and supervisory skills. Solid understanding of the Head Office and Branches interlink. Good verbal and written communication skills. Ability to interact with top, senior and middle management. Ability to work independently, in a team and under pressure. External communication - written or verbal used frequently such as liaising with stakeholders. Honesty and integrity plus relevant and credible experience in customer relations & resource management. Confidentiality in managing documents. Sound understanding of legislative framework, systems, procedures and processes in government and the GDE. Valid driver's license.

DUTIES : Support the DDG with overall office and administration for all operational activities of the office of the DDG. Monitor and manage an effective information and documentation process flow in the office of the DDG. Liaise with office of the HOD & MEC in terms of tracking, referrals, correspondence and responses and ensure proper work flow. Coordinate and manage the processing of all internal, external and electronic queries Facilitate effective internal stakeholder management and customer relations (Batho Pele) in the Office of the DDG. Assist with secretariat services for the DDG. Coordinate communication with internal staff. Act as supervisor of the office for PS staff. Provide financial administration and procurement administration. Manage SLA's and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Ms. Denise Pillay Tel No: 011 355 0315

POST 46/276 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATION REF NO: HO2018/11/95**
Directorate: IT Support Services

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in the field of computer science OR Information Technology, CCNA VoIP CCNA (mandatory) and (Cisco Certified Network Associate) is desirable, 2+ years successful network troubleshooting experience, Must be able to complete complex projects with minimal supervision, Proven experience managing small to large and complex network, Effective problem-solving skills, Strong safety record and a history of establishing safe work practices, CCNA (Cisco Certified Network Associate). Must have a driver's license.

DUTIES : Work closely with departmental managers to determine future network needs and plan for network changes, Develop methods and tools to be used to test and implement new LAN equipment, Create projects that are designed to either add functionality required by the department, address on-going network failure issues, Engage in regular network troubleshooting activities and resolve network connectivity issues, Analyze the current network structure and submit quarterly comprehensive reports to executive team on how to make the network more

efficient, Ensure network security and connectivity. Installing & repair of UTP cabling, Fully support, configure, maintain and upgrade corporate customer's networks, Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses, Create projects that are designed to either add functionality required by the department or to address on-going network failure issues, Resolve problems reported by end user, Define network policies and procedures, Specify system requirements and design solutions, Research and make recommendations on system administration.

ENQUIRIES :

Ms. E Motshwaedi Tel No: 011 355 0009

POST 46/277 :

ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X2 POSTS)

Sub-Directorate: HR Transaction Services

SALARY :

R356 289 per annum

CENTRE :

Gauteng West District Ref No: GW2018/11/96

Gauteng North District Ref No: GN2018/11/97

REQUIREMENTS :

An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus 3- 5 years human resource administration experience, with 3 years being at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.

DUTIES :

Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

ENQUIRIES :

Mr. Alfred Phaswana Tel No: 012 846 3641 (GN)

Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)

POST 46/278 :

ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: JC2018/11/99

Sub Directorate: Transversal Human Resource Services

SALARY :

R356 289 per annum

CENTRE :

Johannesburg Central District Ref No: JC2018/11/99

Sedibeng West District Ref No: SW2018/11/102

Sedibeng East District Ref No: SE2018/11/103

REQUIREMENTS :

An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus 3 to 5 years' experience in the HRP working environment of which 3 years being at supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.

<u>DUTIES</u>	:	Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.
<u>ENQUIRIES</u>	:	Ms Hlengiwe Biyela Tel No: 011 983 2231 (JC) Mr Seeko Mareletse Tel No: 016 594 9106 (SW) Mr TP Mokoena Tel No: 016 440 1856 (SE)
<u>POST 46/279</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING & ADMINISTRATION FOR INSTITUTIONS (X2 POSTS)</u> Sub Directorate: Finance and Administration
<u>SALARY CENTRE</u>	:	R356 289 per annum Johannesburg West District Ref No: JW2018/11/100 Gauteng East District Ref No: GE2018/11/109
<u>REQUIREMENTS</u>	:	or relevant 3-year qualification plus 3-5 years relevant working experience. Applicant must be 3 years on supervisory level. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<u>DUTIES</u>	:	Monitoring of financial controls and systems in institutions. Ensure the implementation of policies and procedures regarding Financial Management in all schools. Liaise with schools regarding budget spending in terms of Section 21 function. Ensure the implementation of policies and procedures regarding asset control of Institutions. Ordering, collection and distribution of assets. Transfers of furniture amongst schools. Managing of assets in case of merging and closed schools. Monitoring of municipal accounts for all schools. Meet with the Municipality/Eskom with regard to challenges experienced in schools accounts. Monitor payment of services made by schools and provide reports to Deputy Director and Director. Ensure invoices from municipalities for Partial-Section 21 schools are paid on monthly basis. Monitoring schools expenditure. Ensure financial inspection is done at schools to ensure compliance to Financial and Supply Chain regulations. Monitoring of overdraft, loan, and Investment and school fee compensations applications. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments. Ensure compliance in term

of school fee compensation applications. Ensure compliance in terms submission of Annual Financial Statement as per South African School Act. To ensure registration of institutions on SAP regarding financial matters. Ensure compliance in terms of banking details as required by the Auditor. Provide support in providing the required documentation to the auditors. Ensure procurement for goods and services for new and partial section 21. Ensure compliance in terms PMDS and leave administration.

ENQUIRIES : Mr Lizwe Jafta @ 061 483 3054 (JW)
Mpho Leotlela Tel No: 011 736 0717 (GE)

POST 46/280 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: JW2018/11/101**
Sub Directorate: Finance and Administration

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg West District
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Mr Lizwe Jafta @ 061 483 3054

POST 46/281 : **ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: SW2018/11/104**
Sub-Directorate: Finance and Administration

SALARY : R356 289 per annum
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Treasury Regulations, PFMA, PPPFA and Assets Policy. Building and office administration. Fleet management. Data capturing. Filing systems. Procurement directives (Supply chain management manual). Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information on requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. Valid driver's license.

DUTIES : Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office.

Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

ENQUIRIES : Ms B Motshwa Tel No: (016) 594 9106

POST 46/282 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (CLUSTER)**
REF NO: HO2018/11/110 (X2 POSTS)
 Directorate: Recruitment and Selection

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year tertiary Human Resource Management or relevant three-year qualification plus 3 to 5 years' experience in the HRP working environment of which 3 years being at supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license

DUTIES : Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on

human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.
Ms Ntombi Gashe Tel No: 011 355 0009

ENQUIRIES :

POST 46/283 :

ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION REF NO: HO2018/11/111

Directorate: Talent Management and Innovation

SALARY :

R356 289 per annum

CENTRE :

Head Office (GCRA)

REQUIREMENTS :

A Degree/National Diploma in Human Resource Development/Human Resource Management/ Management of Training or appropriate three-year tertiary qualification (or equivalent qualification) with 3 or more years relevant experience in HRD environment of which 3 years being at supervisory level and comprehensive knowledge of skills development legislation. A post-graduate qualification will be an added advantage. Human resource development experience. Minimum of 3 years Bursary administration knowledge and experience. Must have sound knowledge of National qualification framework. Sound knowledge of all relevant national and provincial strategies in relation to skills development. Good organizational and communication skills. Report writing and analytical skills. Supervisory skills, conflict skills. Sound understanding of PFMA. Computer literate. Good interpersonal skill. A valid drivers' licence is a requirement.

DUTIES :

Coordinate the effective implementation of the bursary policy and related programmes. Coordinate the bursary and learner management system and monitor bursaries by providing student support through regular follow up and progress reports. Ensure the dissemination of information to all relevant stakeholders regarding bursaries. Ensure the effective running of the Bursary committee. Ensure effective marketing of the Career development and Bursary programme to the public and all relevant stakeholders. Facilitate the signing of bursary contracts with external reporting. Liaise with institutions of higher learning regarding student progress and payments. Preparation of financial reports on funded learners. Communicate with stakeholders. Manage student records and files. Manage the existing, new applications and renewals. Manage the processing of bursary payments for institutions and bookshops. Manage the maintenance of data / bursary records. Provide progress reports on quarterly basis. Supervision and empower bursary staff.

ENQUIRIES :

Mr E Molapo Tel No: 011 556 9007

POST 46/284 :

ASSISTANT DIRECTOR: GENERIC TRAINING AND INDUCTION REF NO: HO2018/11/114 (X2 POSTS)

Directorate: Programme Management

SALARY :

R356 289 per annum

CENTRE :

Head Office (GCRA)

REQUIREMENTS :

An appropriate Bachelor's degree or equivalent recognized qualification at NQF Level 7 with relevant experience in training and development. A minimum of 3-5 years' experience in facilitating training and development is compulsory and 3 years being at supervisory level. An understanding of Government policies, procedures and processes. Extensive understanding of Human Resources Development (HRD) and Skills Development legislation and application. Key Competencies: Facilitation Skills; Presentation Skills; Assessor Skills; and Research capabilities. Assessor Qualification and a valid drivers' licence are compulsory requirements. Proof of being a qualified CIP Facilitator will be an added advantage.

DUTIES :

Facilitate the delivery of outcomes based training programmes and Compulsory Induction Programme (CIP); Support learners in the compilation of Portfolios of Evidence (PoE); Conduct formative and summative assessment; review learning material; Conduct Research to improve training delivery in the Province, develop and contextualize training according to the needs of the client; Review training

material to meet the needs of the client. Deliver accredited and non-accredited programmes. Deliver training across the entire Gauteng Provincial Government Province.

ENQUIRIES : Ms. Lydia Phehla, Tel No: (011) 355 1005

POST 46/285 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION OF LEARNING REF NO: HO2018/11/116**

Directorate: Institutional Quality Assurance Innovation

SALARY : R356 289 per annum plus benefits

CENTRE : Head Office (GCRA)

REQUIREMENTS : A three-year tertiary or NQF level 7 qualification in Human Resource Development or related field plus 3-5 years relevant working experience of which 3 years being at supervisory level. The ideal candidate must have sound knowledge of the ETD legislative frameworks and processes, experience in monitoring and evaluation of training and development interventions. Applicants should also have excellent Project Management, Presentation and Facilitation, Research and Report Writing, Organizational, Problem Solving, Communication (written and verbal) and Interpersonal Skills. Candidates must have knowledge of computer software packages such as Microsoft Excel, PowerPoint, MS Word, etc. Candidates must also have the ability to work independently and efficiently under pressure and have a valid driver's license

DUTIES : Implementation of M&E framework, undertaking of regular site visits to monitor and evaluate the delivery of training programmes to ensure that high quality service is delivered to customers, Collecting, analysing and compiling reports with recommendations, Validation of data by conducting data quality audits, Preparation of reports with recommendations on M&E findings, manage consultants/service providers contracted to conduct M&E of programmes. Maintenance of the M&E framework, continuously revise/ review indicators and monitoring mechanisms, continuously reviewing data collection tools, Maintain functionality of the M&E electronic system, Set out the framework and procedures for programme evaluation with stakeholders. Communication, Presentation of reports to programme owners regularly highlighting areas of concern, Coordinate the discussion of findings in the appropriate forum, Liaise with both internal and external stakeholders on M&E data.

ENQUIRIES : Mr Emily Sadike Tel No: 011 556 9007

POST 46/286 : **ASSISTANT DIRECTOR: INSTITUTIONAL & LEARNING PROGRAMME QUALITY ASSURANCE REF NO: HO2018/11/117**

Directorate: Institutional Quality Assurance

SALARY : R356 289 per annum plus benefits

CENTRE : Head Office (GCRA)

REQUIREMENTS : A relevant Degree or NQF level 7 qualification, ETD qualifications, Assessor certificate, Moderator certificate, 3 Years' ETD experience and 2 Years' Quality Assurance, Learner Achievement and Certification experience of which 3 years being at supervisory level. Knowledge of Skills Development Act, SAQA Act, NQF Act, Research methodologies, Quality Assurance framework, Curriculum development and design, Labour Relations Act, Basic Conditions of Employment Act, Human resource Management, Systems application, HRD strategies(National and local), NSD Strategies, PAIA, PFMA, Sound Decision Making, Excellent Communication, Excellent Report Writing Skills, Conflict Management, Presentation and Facilitation Skills, Project Management, Change Management, Time Management, Ability to work independently and under pressure, Budgeting, Human Resource Management, Policy Analysis, Financial management, Negotiation, Managerial skills.

DUTIES : Maintain Institutional & Programme Accreditation, Ensure that the institution complies with accreditation criteria at all times, Ensure that qualification(s) and/or unit standard(s) are registered and active on the NQF and SAQA, Capacitate stakeholders on policies relevant to their functions, Conduct Internal Quality Programme Audit, Benchmark Best Quality Assurance Practices, Ensure

facilitators, assessors and moderators are competent and registered according to compliance with the SETA's criteria,
Ms. Mamang Dlamini Tel No: (011) 556 9070

ENQUIRIES

:

DEPARTMENT OF HEALTH

OTHER POSTS

POST 46/287

:

MEDICAL SPECIALIST GRADE 1 REF NO: HRM 41/2018 (X2 POSTS)

Directorate: Anesthesiology

SALARY

:

R1 051 368 per annum plus benefits

CENTRE

:

Steve Biko Academic Hospital

REQUIREMENTS

:

MBChB & MMed (Surg) or FCS (SA) or equivalent registration as a specialist with the Health Professions Council of South Africa.

DUTIES

:

The successful candidate will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. He/she must provide clinical services to Steve Biko Academic Hospital and its referring hospitals. The successful candidates will also need to perform consultancy work as allocated and participate in department's outreach programme and research activities.

ENQUIRIES

APPLICATIONS

:

Prof. JLA Rantloane Tel No: (012) 354 1510

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

:

30 November 2018

POST 46/288

:

MEDICAL SPECIALIST GRADE 1-3

Directorate: Orthopaedic Surgery Department

SALARY

:

Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/KPTH/01/11/18

Grade 2: R1 202 112–R1 275 885 per annum Ref No: MEDSPEC/KPTH/02/11/18

Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/KPTH/03/11/18

CENTRE

:

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

:

Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist. **Grade 1:** No experience required. **Grade 2:** 5-years appropriate experience and **Grade 3:** 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.

DUTIES

:

Take charge of orthopaedic unit(s) allocated by HOD. Teaching of under- and post-graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under- and post-graduate students. Responsible for all forms of Orthopaedic trauma, including multiple trauma. Render a comprehensive clinical service to patients in the department.

ENQUIRIES

APPLICATIONS

:

Prof. N.S. Motsitsi Tel No: (012) 373-1011/1010

:

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE

:

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process

Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 November 2018
- POST 46/289** : **MEDICAL SPECIALIST GRADE 1-3**
Directorate: Radiology Department
- SALARY** : Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/KPTH/04/11/18
Grade 2: R1 202 112 – R1 275 885 per annum Ref No: MEDSPEC/KPTH/05/11/18
Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/KPTH/06/11/18
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MMed Diagnostic Radiology or FCR (Rad) D. Registration as a Specialist in Radiology with the HPCSA. In-depth knowledge and skills in interpretation of different imaging modalities in Radiology (CT, MRI, Mammography, Ultrasound and Fluoroscopy). Management experience. Research experience. Medical Specialist **Grade 1**: No experience required, **Grade 2**: 5-years appropriate experience and **Grade 3**: 10-years appropriate experience.
- DUTIES** : Ensure compliance with academic responsibilities such as: attendance of academic meetings; presenting at academic meetings; contribute to under and post graduate teaching and training; act as internal and external examiner. Interaction and good communication with other clinical departments and colleagues. Reports to departmental head, chairperson: School of Medicine, Faculty Dean and hospital CEO. Ensure that patient care is conducted in a cost effective manner and that patients are managed within the acceptance guidelines and policies.
- ENQUIRIES** : Prof. N. Khan Tel No: (012) 318-6556/6617
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/290** : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITALS) REF NO: DMANNUR/CARLETN/03/11/18**
Directorate: Nursing
- SALARY** : R801 918 per annum (inclusive package)
- CENTRE** : Carletonville Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) that allows registration with the south African Nursing council (SANC) as a professional nurse. Minimum of (9) year appropriate/recognized experience in Nursing after registration as a professional Nurse with SANC and at least four (4) years of the period above must be appropriate/recognized experience at Nursing Management level. Must be in possession of a diploma in Nursing Administrative/Management or health care management obtained from a recognized institution. Competencies/Knowledge/skills: Application of legislations and Health related Acts and Ethical Nursing practices. Must have knowledge of Nursing legislative

framework, understanding of National Core Standards and ability to describe the effective application of the scope of practices for different categories of Nurses. Ability to plan, organize, and lead and co-ordinate the nursing services in the Hospital. Develop and monitor the implementation of nursing services that promotes the Right of patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedure as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Must have a valid driver's license.

DUTIES : Lead and give direction to nursing services and overall Control of quality patient care in the Hospital. Provide professional, technical and management support for the provision of quality patients care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocols/procedures and standard pertaining to nursing care. Establish, maintain and participate in inter-professional and multi- disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resource and Finances in accordance with relevant directives and prescripts. Participants in Hospital Executive decision-making body. Collaborate with other team members in the Hospital to identify actual and potential risks. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses and midwives. Actively participate in the implementation of national strategic plan for nurse education, training and practice 2012-2017.

ENQUIRIES : Ms. D P Moloi Tel No: (011) 788 1701/2

CLOSING DATE : 30 November 2018

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

POST 46/291 : **REGISTRAR REF NO: REGRAD/KPTH/04/11/18**

Directorate: Radiology Department

SALARY : R780 612 – R816 264 per annum (all-inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registered with the Health Professions Council of South Africa (HPCSA), must have completed Community Service and primary examinations.

DUTIES : It is a combined post so the Registrar has to rotate through Steve Biko, 1 Military and Kalafong Hospital. The Registrar will be rotating in different disciplines of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated hospital. Will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research, i.e. complete 1 dissertation before the end of 5-years.

ENQUIRIES : Prof. N. Khan Tel No: (012) 318-6556/6617

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process

Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

POST 46/292 : **REGISTRAR REF NO: REGORTH/KPTH/05/11/18 (X2 POSTS)**
Directorate: Orthopaedic Surgery Department

SALARY : R780 612 – R816 264 per annum (all-inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registration as Medical Practitioner with HPCSA. No experience required after registration with HPCSA.

DUTIES : Daily care of orthopaedic patients under the supervision of a Consultant(s). Teaching of undergraduate students. Research. Rotation in Tembisa, 1 Military, Steve Biko Academic and Witbank Hospitals.

ENQUIRIES : Prof. N.S. Motsitsi, Tel No: (012) 373-1011/1010

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

POST 46/293 : **REGISTRAR REF NO: REGDEEM/KPTH/06/11/18**
Directorate: Dermatology Department

SALARY : R780 612 – R816 264 per annum (all-inclusive package)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, and proof of current registration with HPCSA. Post Community Service.

DUTIES : Work in the Dermatology clinic and see admitted patients under the supervision of a Consultant.

ENQUIRIES : Dr. F. Maleka, Tel No: (012) 318-6799

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be

		available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/294</u>	:	<u>MEDICAL OFFICER GRADE 1-3</u> Directorate: Dermatology Department
<u>SALARY</u>	:	Grade 1: R780 612 – R840 942 per annum Ref No: MEDSPEC/KPTH/07/11/18 Grade 2: R892 551 – R975 945 per annum Ref No: MEDSPEC/KPTH/08/11/18 Grade 3: R1 035 831 – R1 295 025 per annum Ref No: MEDSPEC/KPTH/09/11/18
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner, and proof of current registration with HPCSA. Grade 1: no experience. Grade 2: 5-years' experience. Grade 3: 10-years' experience. Post Community Service.
<u>DUTIES</u>	:	See patients in the Dermatology Clinic and wards under the supervision of a Consultant.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. F. Maleka, Tel No: (012) 318-6799 Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/295</u>	:	<u>DEPUTY DIRECTOR: CONTENT DEVELOPMENT REF NO: DDCONDEV/HO/01/11/18</u>
<u>SALARY</u>	:	R697 011 per annum (all-inclusive package)
<u>CENTRE</u>	:	Central Office: Communications & Stakeholder
<u>REQUIREMENTS</u>	:	A recognized degree/diploma in Communication or equivalent. Extensive relevant experience in Communications or related field. Extensive media contacts and an understanding of the dynamics in the sector, Good research and content development skills, Ability to develop innovative and appropriate communications strategies, Good communication skills (both verbal and report writing) and leadership skills. Experience and knowledge of administrative procedures; financial management, and HR practices. The incumbent must be innovative and proactive with the ability to work long hours voluntarily. Must have ability to gather and analyse information and interpret reports. Must have ability to develop and apply policies. Must have good interpersonal skills and ability to work under extreme pressure. Candidate must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	Develop and implement media relations programme that seeks to position the work of the department positively in the media in line with the communication strategy. Develop and implement proactive internal and external communications plans, Organise media outreach activities. Arrange for photo opportunities, media briefings, media interviews and other public engagements. Conduct media monitoring, analysis and rapid responses. Assist in planning and implementing staff information sessions. Manage and assist in the development of communication materials like posters, publications, speeches and brochures where needed. Provide general communication support. Assist in any

communication related project/programme in the department. Contribute articles to the departmental publications and social media platforms.

ENQUIRIES : Mr Lesemang Matuka @ 0720253605

APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.

CLOSING DATE : 30 November 2018

POST 46/296 : **DEPUTY DIRECTOR: GRAPHIC DESIGNER REF NO: DDGRADES/HO/02/11/18**

SALARY : R697 011 per annum (all-inclusive package)

CENTRE : Central Office: Communications and Stakeholder

REQUIREMENTS : National Diploma/ Degree in Graphic Design and or related qualification. 5 years' experience at Junior Management. Computer skills: Proficiency on Apple Mac with Adobe Creative Suite Knowledge of InDesign and newspaper lay-out will be an advantage. Ability to take work from concept through to repro. Knowledge of printing processes. Good communication skills. Creativity (planning, organising, problem-solving).

DUTIES : To effectively promote the Gauteng Provincial Government's identity, messages and visual branding and ensure the production of user-friendly, cost-effective and professional marketing communication products in line with the Department's communication strategy and programmes. Produce print ready material for Gauteng Department of Health and its facilities and programs - from conceptualization through to final print-ready product (Annual Reports, branding, internal communiqué, Newsletters, Campaign and promotional material). Conceptualize and execute Internal & External Communication campaigns. Website & Electronic Media - Convert all print material for Gauteng Department of Health Website and Social Media. Produce Electronic media for the department to be distributed electronically via email or intranet. Printing and liaison with service providers.

ENQUIRIES : Lesemang Matuka @072 025 3605

APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg

CLOSING DATE : 30 November 2018

POST 46/297 : **CLINICAL PSYCHOLOGIST - GRADE 1 REF NO: CLIPSY/JHBHD/01/11/18**
Directorate: Mental Health

SALARY : R674 892 per annum (all-inclusive package)

CENTRE : JHB Health District

REQUIREMENTS : MA or MSc Degree in Clinical Psychology. Current HPSCA registration as clinical psychologist. Non-after registration with the Health Professional Council (HPCSA) Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. 1-year relevant experience after registration with the Health Professional Council (HPCSA). Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience within psychiatry environment an advantage. Own transportation. Computer literacy. Good written and spoken English language skills.

DUTIES : Psychiatric interview and assessment of clients. Provision of individual and group therapy sessions. Liaising with multi-disciplinary team members in the program with regards to care of clients. Performing administrative tasks and duties viz. record keeping, report writing, maintaining statistics on all cases referred and consulted, providing progress reports on request. Supervision and training of community service and intern psychologists. Participation in and presentation of in-service training of other health professionals. Participate in developing service provision and working practice. Required Competencies Interpersonal skills. Administrative skills. Sensitivity for a diverse environment. Applicable language and communication skills. Planning, organizing and prioritizing skills. Good judgement. Ability to handle information with high confidentiality. Ability to work in a multi-disciplinary team. Ability to work under pressure.

- APPLICATIONS** : Applications may be submitted to JHB District CNR Klein and Smit Street, JHB, 2001
- ENQUIRIES** : Mrs. Aruna Ramanlal Tel No: (011) 694 3905
- NOTE** : Applications must be filled on a Z83 form accompanied by certified copies of certificates and ID document not older than 3 months.
- CLOSING DATE** : 30 November 2018
- POST 46/298** : **ASSISTANT MANAGER SPECIALTY (OPERATING THEATRE) REF NO: ASSTMANSPEC/KPTH/00100/11/18**
Directorate: Nursing Department
- SALARY** : R581 826 – R654 840 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community nursing and psychiatry. Diploma in nursing education and nursing administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate/recognizable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 6-years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2018 SANC receipt. Proof of service records. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy (MS Excel, PowerPoint, e-mail). Drivers licence will be an added advantage.
- DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018

- POST 46/299** : **ASSISTANT MANAGER SPECIALTY (OPERATING THEATRE) REF NO: ASSMANSPEC/KPTH/07/11/18**
Directorate: Nursing Department
- SALARY** : R581 826 – R654 840 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community nursing and psychiatry. Diploma in nursing education and nursing administration will be an added advantage, preference will be given to Operational Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate/recognizable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 6-years of the period referred to above must be appropriate /recognizable experience after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2018 SANC receipt. Proof of service records. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, HR, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Computer literacy (MS Excel, PowerPoint, e-mail). Drivers licence will be an added advantage.
- DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilisation of resources: Human Resources, Financial Resources and Services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional / growth / ethical standards and self-development.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/300** : **HEAD OF DEPARTMENT – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC) DEPT REF NO: HOD/CNS/PHC/ALNC 0100/10/18**
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (all-inclusive package)
CENTRE : Ann Latsky Nursing College

- REQUIREMENTS** : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A qualification in CNS and a post basic qualification in Nursing Education and Management, Primary Health Care and a Master's degree in the specialty. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing/Community Nursing/PHC. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver's license.
- DUTIES** : Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
- ENQUIRIES** : Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
- APPLICATIONS** : Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
- CLOSING DATE** : 30 November 2018
- POST 46/301** : **HEAD OF DEPARTMENT – GENERAL NURSING SCIENCE DEPARTMENT**
REF NO: HOD/GENNURSC/ALNC/02000/11/18
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/nursing education and management. A master's degree is a recommendation. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver's license.
- DUTIES** : Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
- ENQUIRIES** : Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
- APPLICATIONS** : Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
- CLOSING DATE** : 30 November 2018
- POST 46/302** : **HEAD OF DEPARTMENT – PSYCHIATRIC NURSING AND SOCIAL SCIENCES**
DEPARTMENT REF NO: HOD/PSYC/SOCSC/ALNC/03000/11/18
Directorate: Nursing College
- SALARY** : R548 436 – R635 778 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Ann Latsky Nursing College : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Post Basic qualification in Nursing Education and Management, Psychiatric Nursing and a master's degree the specialty. A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing/Community Nursing/PHC. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound Communication, and Leadership skills and valid driver's license.
<u>DUTIES</u>	: Coordinate the provision of education and training of student nurses; Manage clinical learning exposure to learners between College and Clinical areas. Develop and ensure implementation of quality Assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
<u>ENQUIRIES</u>	: Mrs. M. du Plessis, Tel No: 011 6448911/34 OR Mr. JD Cloete, Tel No: 011 644 8912
<u>APPLICATIONS</u>	: Applications must be submitted to Physical Address: No.1 Plunkett Ave, Hurst hill. Johannesburg Postal Address: P/ Bag 40, Auckland Park 2006
<u>CLOSING DATE</u>	: 30 November 2018
<u>POST 46/303</u>	<u>OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: OPSMANSPEC/KPTH/07/11/18</u> Directorate: Nursing Department
<u>SALARY CENTRE REQUIREMENTS</u>	: R532 449 – R599 274 per annum (plus benefits) : Kalafong Provincial Tertiary Hospital : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9-years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate /recognizable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.
<u>DUTIES</u>	: Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision off effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centred nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

- ENQUIRIES APPLICATIONS** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
 : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/304** : **ASSISTANT MANAGER COMPLAINTS MANAGER REF NO: HRM 42/2018**
 Directorate: Quality Assurance Sub-Directorate
- SALARY CENTRE REQUIREMENTS** : R532 449 per annum (plus benefits)
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Inherent requirement -Excellent Computer skills (MS Word, Excel and PowerPoint). Sound interpersonal communication and leadership skills. The ability and knowledge to direct a Multidisciplinary team to resolve complaints and Patient Safety incidents. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Ability to capture, interpret and report on relevant data. At least 3 years of the above period referred to must be appropriate/recognizable experienced as a leader or committee member and or Management level in Quality Assurance Sub-Directorate.
- DUTIES** : Responsible for effective coordination and monitoring of complaints and Patient Safety Incidents, implementation of complaints and Patients Safety Incidents system in the hospital which includes capturing of information, communicate with relevant stake holders, comprehensive investigation. Ensure that complaints and Patient Safety Incidents are duly recorded, adequately investigated and finalized within stipulated timeframes. Identify and promote quality improvement initiatives. Active participation in the activities of the Complaints and Patient Safety Incidents Committee as secretary of the Committee and participation in the Quality Assurance Committee as a committee member. Coordination of the Complaints and Patient Safety Incidents resolutions (including redress processes) and writing of the reports. Respond appropriately in writing to the complainant regarding the investigation and the outcome of the resolution process and other stake holders. Assist with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilization of resources and implementation of the Performance Management System. Demonstrate basic understanding of Human Resource of financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms. V Makgatho Tel No: (012) 354 1140
 : 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 : 30 November 2018

POST 46/305 : **OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: OPSMANSPEC/KPTH/00200/11/18**
Directorate: Nursing Department

SALARY CENTRE REQUIREMENTS : R532 449 – R599 274 per annum (plus benefits)
Kalafong Provincial Tertiary Hospital
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9-years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate /recognizable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision off effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES APPLICATIONS : Ms. M.V. Mathabatha Tel No: (012) 318-6622
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

POST 46/306 : **ASSISTANT DIRECTOR SPEECH THERAPY AND AUDIOLOGY REF NO: HRM 43/2018**
Directorate: Speech Therapy and Audiology

SALARY : R489 429 per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
: Degree/ Diploma in Speech Therapy and Audiology. Proof of registration with the Health Professions Council of South Africa (HPCSA) as an independent Speech Therapist and Audiologist. 8 years clinical experience with a minimum of 5 years appropriate experience in management. Current registration with the HPSCSA as a Speech Therapist and Audiologist is compulsory. Good computer skills, writing reports, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team. Additional post-graduate qualification courses would be an added advantage.

DUTIES : To manage and develop speech therapy and audiology services. Ensure the provision of quality speech therapy and audiology services. Provide expert speech therapy and audiology advice and services within the hospital. Manage financial resources. Manage human resources and ensure that continuous professional development programmes are implemented. Manage and monitor the training of students and contribute to research activities. Develop and ensure that implementation of guidelines and protocols in line with the national, provincial and hospital strategies. Coordinate and ensure the promotion and marketing of speech therapy and audiology services in the hospital and community. Effective management of personnel: appointments, induction and orientation, work allocation, leave, performance management and development etc. Perform administration duties including statistics. Promote and maintain good working relationships with all customers and stakeholders.

ENQUIRIES APPLICATIONS : Dr. N Masithela Tel No: (012) 354 4440
: 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 : 30 November 2018

POST 46/307 : **CHIEF SPEECH AND AUDIOLOGY- GRADE 1 REF NO: CHSPEEAUD/HJH/001/11/18**
Directorate: Allied

SALARY CENTRE REQUIREMENTS : R440 982 - R489 429 per annum (all-inclusive package)
: Helen Joseph Hospital
: 4 years bachelor's Degree in Speech and Audiology Pathology. Completed Community Service (After 2003). Registered with the Health Professional Council of South Africa (HPCSA). Proof of yearly annual renewal. Experience: Minimum 3 years' experience after completing Community Service.

DUTIES : To provide clinical speech therapy and audiology services to both in and out patients. Management of the department that includes human resource management, financial management (budget, asset, and consumables), adherence to quality assurance and National Core Standards. Mentoring of staff and students, risk management. Represent the department on management level within the hospital and in Gauteng Province.

ENQUIRIES APPLICATIONS : Ms. E. Henning Tel No: (011) 489 0364
: Applications should be submitted at Helen Joseph Hospital HR department, No 1 Perth Road Auckland Park or posted to Private Bag X47, Auckland Park, 2006

NOTE : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.

CLOSING DATE : 30 November 2018

POST 46/308 : **PHYSIOTHERAPIST PRODUCTION REF NO: HRM 44/2018**
Directorate: Physiotherapy

SALARY : R420 318 per annum plus benefits

<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy practitioner. (Original and current) Ability to work in a multidisciplinary team. Creativity and analytical skills.
<u>DUTIES</u>	:	Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Development activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
<u>ENQUIRIES</u>	:	Mrs. FN Pebane Tel No: (012) 354 1652
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/309</u>	:	<u>WEBMASTER REF NO: WEBMAS/HO/03/18</u>
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Central Office: Communications and Stakeholder
<u>REQUIREMENTS</u>	:	Degree or National Diploma (NQF Level 6) in Information Technology. Ideal candidate must have at least 2-3 years' experience in Communications field. Communications skills (written & verbal). Problem solving skills. Expertise in the design, implementation, and deployment of user-centric web portals, with focus on usability. SharePoint 2013/2016: SharePoint Online 365 cloud or on-premise systems. Professional standards-based web development experience using ASP.Net, HTML/HTML5, CSS/CSS3, or JavaScript. Microsoft SharePoint development experience using SharePoint Designer and Web Parts.
<u>DUTIES</u>	:	Manage and maintain departmental website and intranet. Liaising with communications senior writers, IT unit, department programme managers and hospital PROs in maintaining and updating the intranet and website. Add documents on website as required. Ability to solve code problems, test the website and identify any technical problems. Keep the departmental website and intranet updated.
<u>ENQUIRIES</u>	:	Ms Phumelele Khumalo Tel No: 011 241 5816
<u>APPLICATIONS</u>	:	All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/310</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHP/ENVIR/001/11/18 (X4 POSTS)</u> Directorate: Monitoring and Evaluation
<u>SALARY</u>	:	R300 828 per annum (plus benefits)
<u>CENTRE</u>	:	Helen Joseph hospital Sterkfontein hospital Sizwe hospital George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in Environmental Health, registration with HPCSA as an EHP. The candidate must have completed one-year Community Service in Gauteng Public Health facilities. Code 8 driver's licence and be able to drive, ability to work as independent practitioner. Hospital experience will be added advantage. Demonstrate understanding of Environmental Health legislation. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Ability to plan and organise own work to promote service delivery.
<u>DUTIES</u>	:	Environmental Hygiene, Pollution Control, Water Monitoring, Advocating proper and safe water usage and waste water disposal; Waste Management (general

waste and HCRW) Monitoring, Food Control, Vector Control Monitoring with in the hospital. Demonstrate understanding of Environmental Health legislation. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Ability to plan and organise own work to promote service delivery.

ENQUIRIES : Mr. A.K. Marumo @ 082 448 3151
APPLICATIONS : All applications should be sent to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg
NOTE : All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.
CLOSING DATE : 30 November 2018
POST 46/311 : **LOGISTICAL SUPPORT OFFICER REF NO: LOGSUPP/KPTH/08/11/18**
Directorate: Supply Chain Management

SALARY : R242 475 – R285 630 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and appropriate B Degree or 3-year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification. Minimum of 3-years and above experience in the field of Supply Chain Management, knowledge and proficiency in SAP/SRM and R3. Understanding of Public Service Legislature framework including Treasury Regulation, PFMA, PPPFA and BBBEE (practice notes and Code of Conduct for SCM Practitioners). Computer literacy (MS Word, Outlook and Excel). Ability to work independently and under pressure. Effective communication skills (written and verbal). NB: Successful candidate will be affected to Supply Chain Management rotation system.

DUTIES : Provide administration support and Bid Committees. Compile reports in areas of Supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance. Ensuring annual and bi-annual stock taking is conducted. Compile stock take report. Prepare monthly recons on inventory management. 100% of maximum stock levels, 100% updated, 98% accurate and weekly reports. Liaise with suppliers to ensure deliverance of correct quality and quality stock. Attend to Supply Chain Management audit queries.

ENQUIRIES : Ms. P.M. Sekhudu, Tel No: (012) 318-6724
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018
POST 46/312 : **LOGISTICAL SUPPORT OFFICER REF NO: LOGSUPPOFF/CARLTH/02/11/18**
Directorate: Logistics

SALARY : R242 475 - R285 630 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent with 3 - 5 years' experience or National Diploma in Public Administration with 1 - 2 years' experience in public sector. Computer literacy with

practical knowledge of micro soft office. Have valid driver's licence; PDP will be an added advantage. Must have an ability to plan, organise, supervise, inspect and evaluate work of subordinates. Good verbal and written communication skills. Knowledge and understanding of the legislative framework (BCEA, PFMA, LRA,) governing the Public Service. Have good interpersonal and supervisory skills. Have an understanding of National Core Standards and Batho Pele Principles.

DUTIES : Manage the cleaning services, linen, transport, security. Management of staff and provide leadership function and support within logistics unit. Ensure compliance to occupational health and safety of staff and patients. Ensure effective utilization of vehicles. Perform any other official duties delegated by the supervisor.

ENQUIRIES : Mr C. Maseko Tel No: (018) 788 1703

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post

CLOSING DATE : 30 November 2018

POST 46/313 : **PROFESSIONAL NURSE (MENTAL HEALTH) REF NO: PROFNURMH/00400/11/18**
Directorate: Mental Health Programme

SALARY : R241 908 per annum (plus benefits)

CENTRE : Johannesburg Health District

REQUIREMENTS : Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualifications that allows registration with SANC. Knowledge of the nursing process and procedures, mental health care act and other relevant frameworks. Good communication skills and report writing skills as well as computer literacy. Ability to work independently, to work under pressure and as part of multi-disciplinary team. Ability to plan, prioritize and organize workload. Minimum of 5 years' experience in mental health setting. Valid driver's license. Dispensing course as additional.

DUTIES : Continuous management of mental health care users at community level. Implementation of Mental Health Care act 17 of 2002. Screening of clients referred to mental health service from PHC, private sectors and NGOs for mental health disorders and substance abuse. Render child and adolescent mental health services. Conduct home visits and formation of mental health and substance abuse support groups. Basic counselling of mental health care users, families and other patients referred for counselling. Mentoring of PHC clinicians. Mental health education to mental health care users, families, community and students. Support and monitor mental health NPOS. Initiate and participate in mental health promotion according to the health calendar.

ENQUIRIES : Mrs A. Ramanlal Tel No: (011) 694-3905

APPLICATIONS : Applications should be submitted at HR department, JHB District Cnr Klein and Smit Street Hillbrow or posted to Private Bag X21, Johannesburg, 2001

CLOSING DATE : 30 November 2018

POST 46/314 : **EMERGENCY CARE TECHNICIAN (X100 POST)**
Directorate: Emergency Medical Services

SALARY : R196 218 per annum (plus benefit)

CENTRE : Various Gauteng District

REQUIREMENTS : Grade 12 or equivalent qualification. Emergency Care Technician Qualification. Current registration with the Health Profession council as ECT. Must be in possession of valid code C1 driver's license with an unendorsed PrDP.

DUTIES : Provide appropriate medical pre-hospital emergencies. Render assistance to BLS and ILS when requested. Participate in aeromedical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers on all categories of patients. Usage of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles.

Assist with in-service training. Assist with exams and assessments. Provide clinical advice to sub-ordinates and management from time to time.

ENQUIRIES : Ms. MV Bodiba Tel No: 011 564 2263

APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685

NOTE : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

CLOSING DATE : 30 November 2018

POST 46/315 : **MATERIAL RECORDING CLERK REF NO: CCRC MAT 11/01/2018**
Directorate: Procurement

SALARY : R163 563 per Annum (plus benefits)

CENTRE : Cullinan

REQUIREMENTS : Grade 10 or equivalent with at least 5-10 years' experience or Grade 12 or equivalent with at least 2-5 years' experience in Supply Chain Management / Logistics. Must have relevant Procurement experience. Knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBBEE. Practical experience of SRM, SAP R/3 will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skills plus ability to perform under.

DUTIES : Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the supervisor.

ENQUIRIES : Ms. S.Saayman Tel No: (012 734 7000 Ext 233)

APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000

CLOSING DATE : 30 November 2018

POST 46/316 : **ADMINISTRATION CLERK REF NO: ADMINCLEPAT/CARLETN/5/11/18**
Directorate: Patient Affairs

SALARY : R163 563 – 192 666 per annum (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12 or equivalent. Experience in Patient Affairs will be an added advantage. Good verbal and communication skills, document management skills. Knowledge and understanding of the Legislative Framework (Batho Pele, UPFS, Patients' Rights Charter, BCEA, LRA, National Core Standards(NCS)) governing the Public Service. Prepared to work shifts, weekends and public holidays. Must be Computer literate.

DUTIES : Patient Registration, filing of documents. Stock management in the unit. Record-keeping of supply chain documents, assist in statistics compilation. Assist in general administrative duties in the unit. Perform sub-cashier duties. Perform any delegated duties by the supervisor. Perform ward clerk duties.

ENQUIRIES : Ms GA Coetzee. Tel No: (018) 788 1756

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/317 : **CLIENT INFORMATION CLERK REF NO: CLINFCLE/CARLETNH/4/11/18**
Directorate: Communication

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in Switchboard will be an added advantage. Good verbal, communication and interpersonal relations skills, Knowledge and understanding of the legislative framework (Batho Pele, Patients' Rights charter, BCEA, LRA, NCS) governing the Public Service. Be prepared to work shifts, weekends and public holidays. Must be computer literate. Switch board experience will be an added advantage. Ability to work under pressure and have telephone etiquette. Ability to be a team player

DUTIES : Responsible for answering all incoming and outgoing calls. Effectively operate telecommunication equipment. Ability to operate PA system. Be able to screen calls and route calls accurately.

ENQUIRIES : Mrs. C. L Van Graan, Tel No: (018)788 1707
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/318 : **ADMINISTRATION CLERK REF NO: ADMNCLE/CARLETH/01/11/18**
Directorate: X-Ray Department

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in X-Ray Department will be an added advantage. Good verbal, communication, interpersonal relations skills and document management skills, Knowledge and understanding of the legislative framework (Batho Pele, Patients' Rights charter, BCEA, LRA, National Core Standards) governing the Public Service. Be prepared to work shifts, weekends and public holidays. Must be computer literate.

DUTIES : Patient Registration, filing of documents. Assist in stock management in the unit. Record-keeping of supply chain documents, assist in statistics compilation. Assist in general administrative duties in the unit.

ENQUIRIES : Mrs. H. Mabanga. Tel No: (018) 788 1741
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/319 : **FINANCE CLERK REF NO: FINACLE/CARLETN/6/11/18**
Directorate: Finance: Revenue

SALARY : R163 563 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent. Experience in finance or patient administration will be an added advantage. A Degree or Diploma with one-year experience in Finance will

be an added advantage. Computer literacy (Word, Excel and Ms Outlook). Good communication skills (written and verbal). Knowledge of BAS, PAAB and SAP system will be an added advantage. Good understanding of PFMA, DORA and Treasury regulations. Knowledge of ICD 10.

DUTIES : Capturing Patient accounts and ICD 10 codes on PAAB system. Raise accounts for externally funded patients. Perform general administration work. Process accounts for other patients. Do writing offs on accounts. Make follow-ups on outstanding accounts. Perform any duty instructed by the supervisor.

ENQUIRIES APPLICATIONS : Mr.P Maleho Tel No: (018)788-1795

NOTE : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

NOTE : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post.

CLOSING DATE : 30 November 2018

POST 46/320 : **ADMINISTRATION CLERKS REF NO: ADMCLEPAD/KPTH/07/11/18 (X10 POSTS)**
Directorate: Patients Affairs Department

SALARY CENTRE REQUIREMENTS : R163 563 – R192 666 per annum (plus benefits)
Kalafong Provincial Tertiary Hospital
Minimum of Grade 12. Computer literacy (capturing, processing e-mail, internet). 18-months experience of Admin services. (Patients Affairs experience will be an added advantage). Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be an added advantage.

DUTIES : Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available. Reporting of lost, damaged and not working equipments.

ENQUIRIES APPLICATIONS : Ms. Z.A. Mdluli, Tel No: (012) 318-6686

NOTE : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

POST 46/321 : **PRINCIPAL PORTER REF NO: PRINCPORT/KPTH/07/11/18 (X2 POSTS)**
Directorate: Patients Affairs Department

SALARY CENTRE : R136 800 – R161 148 per annum (Level 04) (plus benefits)
Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Minimum of Grade 12. 5-years' experience of portering services in a health environment. Good writing and verbal communication skills. Problem solving skill. Good interpersonal skills. Batho Pele Principles. Telephone etiquette. Ability to work under pressure and be prepared to work shifts.
- DUTIES** : Ensuring that patients' equipments (trolleys and wheelchairs) are cleaned. Offload patients from ambulances and cars. Removal of deceased persons from the wards. Supervise and manage porters. Manage leave and overtime. Assist in PMDS assessments. Report faulty and broken equipments. Recommend condemning of equipments.
- ENQUIRIES** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/322** : **THEATRE OPERATOR REF NO: OPSTHEA/KPTH/00300/11/18 (X3 POSTS)**
Directorate: Nursing Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Experience in cleaning/loading/off loading, CSSD operation, and packing will be an added advantage. Other certificates, e.g. Mechanical, electrical will be an added advantage. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and nights.
- DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving sterilization of instruments and non-instrument packs. Packing and sterilization of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to basic safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene, i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatres. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash used trolleys from theatre. Wash and sterilize instruments and instruments machines and trays. Stripping and cleaning of respirators after teaching. Wash anesthetic masks and dry. Ensure that the machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of a Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anesthetic suction. Wrap instrument sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves:

		load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha, Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/323</u>	:	<u>PORTER REF NO: PORT/EDNVH/100/11/18 (X2 POSTS)</u> Directorate: Support Services
<u>SALARY</u>	:	R96 549 per annum (Level 02) (plus benefits)
<u>CENTRE</u>	:	Edenvale General Hospital
<u>REQUIREMENTS</u>	:	Grade 10/12. Have the ability to read, write, and comprehend simple instructions, short correspondence, and memos At least a minimum of 1-year appropriate Porter experience in a facility environment will be an added advantage. Inherent requirements and skills: Willingness to work shifts including; nightshifts, weekends and public holidays. Rotate in different departments according to operational needs and requirement. Be physically fit to perform tasks such as lifting of patients from beds or onto benches and wheelchairs. Competencies (knowledge/skills): Verbal and non-verbal communication skills. Good telephone etiquette, Ability to maintain confidentiality. Basic understanding of safety and hygiene principles.
<u>DUTIES</u>	:	Responsible for transporting patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Ensure accurate completion of mortuary register. Assist in offloading and loading of patients from ambulances and private cars to the stretchers/wheelchairs. Cleaning of stretchers and wheel chairs after use at all times Ensures patient safety when transporting them. Reporting of faulty equipment to supervisor for repair and ensure that they are stored properly. Keep equipment readily available at all times. Perform any duties allocated by supervisor.
<u>ENQUIRIES</u>	:	Ms. B. Magawu Tel No: (011) 321 6035
<u>APPLICATIONS</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
<u>CLOSING DATE</u>	:	30 November 2018
<u>POST 46/324</u>	:	<u>HOUSEHOLD WORKER REF NO: HOUSWOR/KPTH/00400/11/18 (X3 POSTS)</u> Directorate: Nursing Department
<u>SALARY</u>	:	R96 549 – R113 730 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and above. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.
<u>DUTIES</u>	:	Ensure a clean and secure environment for patients and personnel, e.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors and windows,

medical equipment's, refrigerators, etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

POST 46/325 : **PORTERS REF NO: PORTPAD/KPTH/08/11/18 (X5 POSTS)**
 Directorate: Patients Affairs Department

SALARY : R96 549 – R113 730 per annum (Level 02) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 10 (original certified report / transcript of not more than 3 months). 1-2 years' experience of customer service in a health environment. Knowledge of Batho Pele Principles, Patients' Rights and Responsibilities. Interpersonal relationship skill. Telephone etiquette and willing to work shifts.

DUTIES : Accompanying patients on wheelchairs and patient's trolleys. Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards. Ensure that stretchers and wheelchairs are collected from corridors and washed daily. Removing deceased persons from the wards to the mortuary. Completion of the ambulance book with patient's details. Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

- POST 46/326** : **MESSENGERS REF NO: MESSA/KPTH/08/11/18 (X3 POSTS)**
 Directorate: Patients Affairs Department
- SALARY** : R96 549 – R113 730 per annum (Level 02) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 10 (original certified report / transcript of not more than 3 months). 6-months experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested.
- DUTIES** : Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO's and order books. External: collection and distribution of mail to Johannesburg and Pretoria. Assist with other duties as instructed by the supervisor.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018
- POST 46/327** : **MORTUARY ATTENDANT REF NO: MOTATT/KPTH/08/11/18**
 Directorate: Patients Affairs Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum Grade 1 or equivalent. 2-years' experience of working in a mortuary. Knowledge of Batho Pele Principles, Patients' Rights and Responsibilities. Interpersonal relations skills. Willing to work shifts.
- DUTIES** : Completion of Mortuary Register when a corpse is removed and ensures that all signatures are signed. Ensuring that the doctors complete all relevant papers, e.g. BI 1663 and TPH 135. Ensure that corpses and drawers are correctly labelled. Assist with general enquiries. Ensure segregation of waste is done properly. Ensure that the waiting area is and has fresh water. Ensure removal of anatomy waste and adherence to processes of disposal of anatomy waste.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 November 2018
- POST 46/328** : **OPERATORS (THEATRE) REF NO: OPSTHE/KPTH/08/11/18 (X3 POSTS)**
Directorate: Nursing Department
- SALARY** : R96 549 – R113 730 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Experience in cleaning/loading/off loading, CSSD operation, and packing will be an added advantage. Other certificates, e.g. Mechanical, electrical will be an added advantage. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and nights.
- DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving sterilization of instruments and non-instrument packs. Packing and sterilization of various towelling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to basic safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene, i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatres. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash used trolleys from theatre. Wash and sterilize instruments and instruments machines and trays. Stripping and cleaning of respirators after teaching. Wash anaesthetic masks and dry. Ensure that the machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of a Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anaesthetic suction. Wrap instrument sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Checking, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves: load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 November 2018

POST 46/329 : **HOUSEHOLD WORKERS REF NO: HOUWOR/KPTH/08/11/2018 (X3 POSTS)**
 Directorate: Nursing Department

SALARY : R96 549 – R113 730 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and above. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.

DUTIES : Ensure a clean and secure environment for patients and personnel, e.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors and windows, medical equipments, refrigerators, etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective financial resources. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 November 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Thusanong Building, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION : Ms B Khutsoane, Tel No: (011) 355 7805
CLOSING DATE : 30 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. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 46/330</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SD/2018/11/01</u>
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An appropriate, B.Proc/LL.B degree. At least 8 years appropriate post-qualification legal experience. Admission as an Attorney or Advocate. Relevant experience in Government processes. Knowledge and understanding of the Public Service legislative framework and Welfare Services laws, as well as drafting and interpretation of Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. SKILLS: Interpretation of statute, presentation, research, legislative drafting. Good communication (both written and verbal) as well as interpersonal and well-developed analytical skills.
<u>DUTIES</u>	:	Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation for and on behalf of the Department. Attend to drafting of Provincial Laws, regulations, contracts, statutory appeals and vetting of circulars and policies. Monitor reviews of the law. Attend to all queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to Welfare Services; attend to assigned duties from the Director. Manage subordinates in the directorate. Policy development and analysis. General support services and management services to the Directorate.
<u>ENQUIRIES</u>	:	Ms Boitshoko Khutsoane Tel No: (011) 355 7805
<u>POST 46/331</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2018/11/02</u>
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	A three year National Diploma/ Bachelor's Degree in Public Management and Development/ related qualification in Monitoring and Evaluation with 2-3 years management experience in Strategic Management/ Organizational Performance Monitoring, Evaluation and Reporting in the Public Service. A valid driver's licence. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, system and procedure. Departmental Monitoring and Evaluation systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and Competencies: Facilitation, analytical, strategic reporting, service delivery innovation, strategic management, financial management, project management, people management, customer focused, team working, monitoring and evaluation, staff development, information system and interpersonal relations skills.
<u>DUTIES</u>	:	Implement and maintain M&E policy, framework, systems, processes and tools. Manage, verify and archive of programme performance information. Coordinate regional, institutional and head office visits (bi-annually) to monitor the archiving system. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Conduct workshops and information dissemination sessions. Manage M & E Administration Officers. Provide Support to the Department planning and reporting. Capacity building on M & E policy, framework, processes and tools with internal stakeholders.
<u>ENQUIRIES</u>	:	Ms B Khutsoane Tel No: (011) 355 7805