

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Johannesburg North [JN]**: Physical Address: Corner Biccard & Jorrison street
FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017
Head Office [HO] Physical Address: 26th Loveday Street, Kuyasa House,
Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001
- CLOSING DATE** : 14 December 2018
- NOTE** : 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).
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 48/211** : **DEPUTY DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIAL REF
NO: HO2018/12/01**
Directorate: E-Learning

- SALARY** : R697 011 per annum (All-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree or relevant three-
year qualification. At least a minimum of five years' experience in learning and
teaching support material, which three years must be at an Assistant Director level.
A very good understanding and knowledge of Curriculum and Learning Teaching
Support Material procurement processes will be a distinct advantage.
Demonstrative ability to use relevant educational information systems for planning,
monitoring and reporting. Above average applied knowledge of project
management. Sound operational planning and management skills. Advanced
computer skills in MS Office software (Access, Excel and Outlook) and other
relevant software a must. Excellent communication (verbal and written) skills and
the ability to proof-read and edit documents. Good and functional knowledge of
government prescripts and procurement processes. Knowledge of monitoring and
evaluation as well as reporting system and processes. Knowledge of Educational
framework and policies. Knowledge and understanding of the Department's
Annual Performance Plan (APP), Public Finance Management Act 1999,
Schooling 2025, the Action Plan (2014 and the Minister's Delivery Agreement.
Understanding of the curriculum as well as excellent data and information
management skills. Ability to develop and manage electronic systems. Ability to
work independently and under pressure as well as adhere to deadlines. Strong
leadership, negotiation and facilitation skills. Good interpersonal relations and the
ability to handle pressure. Willingness to work extensive hours and travel. A valid
driver's license is non-negotiable.

- DUTIES** : The incumbent will be responsible for the following: Manage the e-Learning/e-
LTSM operations at Head Office, in a matrix environment; oversee the sub-
directorates operations in terms of e-LTSM provisioning, performance
management and development, recruitment and selection in accordance with the
relevant prescripts and collective agreements within the Education sector.
Manage all processes around the decentralized development of e-LTSM (develop
Terms of Reference for the submission and evaluation of e-LTSM as well as
manage submissions and the evaluation of e-LTSM and development of National
Catalogues). Manage all processes around the centralized development of e-
LTSM (Development of project management plans and manage project
implementation). Undertake strategies and financial planning for e-LTSM projects
and activities. Manage the development and implementation of e-LTSM electronic

		systems. Manage all data related functions of e-LTSM provisioning. Monitor, support and report on provisional (centralized /decentralized) procurement and delivery of e-LTSM processes. Monitor and report on e-book utilization. Manage communication and inter-relations with provincial Education Departments and all stakeholders in the education sector. Supervise Staff.
<u>ENQUIRIES</u>	:	Mr. Andrew Mentor Tel No: 084-6576544
<u>POST 48/212</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: JN2018/12/02</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY</u>	:	R697 011 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg North District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in Human Resource Management. At least a minimum of five years' experience in human resources administration, which three years must be at Assistant level. Knowledge and understanding of the current HR prescripts and public service 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 in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfil the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Siphon Mkhulisi Tel No: 011 694 9378
<u>POST 48/213</u>	:	<u>ASSISTANT DIRECTOR: SERVERS & STORAGE MANAGEMENT REF NO: HO2018/12/03</u> Directorate: IT Support Services
<u>SALARY</u>	:	R356 289 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/ Degree or equivalent qualification in Information Technology (networks-routing, switching) plus 3-5 years working experience in network, server and storage management. Knowledge of LAN /WAN Support, Microsoft platform, Project Management, knowledge of Legislative Framework within the Public sector. Knowledge of IT Policies, Knowledge of Technical Support. Skills required: Strong IT Technical skills, Ability to detect and resolve users queries on time. Be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. understanding of how the government systems and application operation e.g SA SAMS Advance network support and maintenance experience with relevant network certificate e.g CCNA or equivalent. A valid driver's license.

DUTIES : To provide an efficient and effective management of LAN and WAN at (DGE Schools). Successful candidate will be responsible for administration and maintenance of local area network, keep and maintain the network diagrams and manage all network incidents and report on them. To monitor of WAN availability, reporting and acknowledgement of downtime and communicating within 2 hours. Ensure mandatory good practice. To create network procedures, policies and guidelines. To keep records of updated cabling diagrams. Ensures compliance of bandwidth management and farewell policies. To manage network security throughout GDE school's ICT Infrastructure. Ensure network security, patch compliance, report on monthly risk vulnerability and changes, planning, and performance issues. To manage, monitor and report on IT related special projects. Distribute of dongles and manage LAN connectivity at the smart schools. Ensure that there is always connectivity at the technology devices to school and Hardware Asset Management.

ENQUIRIES : Mr Sipho Kunene Tel No: 011 639 8400

POST 48/214 : **ASSISTANT DIRECTOR: PROJECT COORDINATOR REF: HO2018/12/04**
Directorate: Vocational Development Programmes (VDP)

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Bachelor's degree or equivalent three year recognised qualification at NQF 6 with relevant experience in vocational, occupational and technical programmes and three (3) years relevant experience in skills development and placement and placement of learners in the industry for artisanal development. Good understanding of post schools education and training sector including TVET education, skills development, enterprise development, technical and vocational training issues; Demonstrate knowledge of relevant legislative frameworks, policies and procedures pertaining to skills development/HRD including and not limited to Public Service Act, PFMA, QCTO, NSDS III, NAMB. Competencies Required: Good communication skills (verbal and written) decision making skills, relationship building, teamwork, problem solving, stakeholder relations management, report writing skills, analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently. Excellent communication skills both written and oral, report writing, skills, strong organisational and problem solving skills; Ability to develop and maintain positive relationships with stakeholders, both internal and external. A valid South Africa driver's license is required.

DUTIES : Coordination and facilitation of Vocational Development Programmes (VDP) in the Gauteng Province. Sourcing unemployed youth in the Gauteng Province. Facilitation of youth placement in the industry and within GPG Departments. Monitoring and Evaluation of training at workplaces and training centres. Assist the Project Manager in the drafting and issuance of project proposals, RFP's, tenders, budget, cash flows and preliminary schedules. Attend client meetings and assist with determination of project requirements. Effectively and accurately communicate relevant project information to project team and management. Review field inspection report from service providers throughout the lifecycle of the project. Keep Project Manager (PM) and others informed about the project status and issues that may impact client relation.

ENQUIRIES : Ms Palesa Matseba Tel No: 011 556 9016

POST 48/215 : **ASSISTANT DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIAL REF NO: HO2018/12/05**
Directorate: E-Learning

SALARY : R356 289 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 3 - 5 years' relevant experience, which 3 years being at supervisory level. A very good understanding and knowledge of Curriculum and LTSM procurement processes will be a distinct advantage. Demonstrative ability

to use relevant educational information systems for planning, monitoring and reporting. Above average applied knowledge of project management. Sound operational planning and management skills. Advanced computer skills in MS Office software (Access, Excel and Outlook) and other relevant software a must. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents. Good and functional knowledge of government prescripts and procurement processes. Treasury regulations, PFMA and office administration. Ability to perform routine tasks, ability to operate computer (hardware and software) and ability to work under pressure. Interpersonal relations, problem solving and maintaining discipline, formulating and editing conflict resolution, Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal, planning and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement. Valid Driver's licence is required.

- DUTIES** : Co-ordinate the development of the e-Learning LTSM Plan in line with the allocated budget. Document management. Manage all processes around the decentralized development of e-LTSM (develop Terms of Reference for the submission and evaluation of e-LTSM as well as manage submissions and the evaluation of e-LTSM and development of National Catalogues). Assist and manage all processes around the centralized development of e-LTSM (Development of project management plans and manage project implementation). Assist to undertake strategies and financial planning for e-LTSM projects and activities. Assist and manage the development and implementation of e-LTSM electronic systems. Assist and manage all data related functions of e-LTSM provisioning. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget and document management. Supervise staff.
- ENQUIRIES** : Mr. Andrew Mentor Tel No: 084-6576544

DEPARTMENT OF E-GOVERNMENT

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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 14 December 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 and originally certified copies of qualifications with a SA ID document, (certification should not be more than 6 months old). Failure to submit all requested documents will result in the application being disqualified.

OTHER POSTS

- POST 48/216** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/003486**
Directorate: Monitoring & Evaluation
- SALARY** : R697 011 per annum (All-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus a Bachelor's Degree/National Diploma in Business, Management or related 3-year tertiary qualification (NQF 6) with a minimum of 3-5 years in a strategy management field relating to Performance management and

- reporting OR Matric plus 7-8 years' experience in strategy management field relating to performance management and reporting.
- DUTIES** : Develop, implement and manage a departmental monitoring and evaluation framework and systems. Collect, collate and analyse information for purposes of timeous and accurate quarterly and annual reporting to stakeholders. Conduct routine Quality Assurance checks on data. Ongoing collection, collation, verification and storage of evidence files against outputs. Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 48/217** : **OFFICE MANAGER: HOD'S OFFICE REF NO: REFS/003519**
Branch: HOD's Office
- SALARY** : R697 011 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Secretarial/Office Administration Diploma or equivalent qualification with 3-5 years' experience in secretarial/administration or Matric plus 7-8 years' experience in secretarial/administration.
- DUTIES** : To render an efficient and professional front-end administrative support service to the Head of Department in a work environment where secretarial support to the manager needs to be performed at an advanced level. Strategic office administration and document management. Team administration support. Stakeholder/customer liaison. Meeting management. Secretarial and reception team management. Liaise with the: Head of Department, Senior Managers / Supervisors / Team Leaders and other Departments – HOD, Executive Team Members.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
NOTE : The secretarial role in this post will be performed in an environment where it is required that the functions be performed at an advanced level. The job demands that the incumbent exercises discretion and work without close supervision. Furthermore, the job requires an in-depth knowledge of the relevant prescripts, procedures and the work environment.
- POST 48/218** : **ASSISTANT DIRECTOR: COPYWRITING AND NEW MEDIA REF NO: REFS/003520**
Directorate: Strategy and Media Liaison
- SALARY** : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus minimum of National Diploma in Journalism/Marketing/Communication or related with 2-3 years' experience in communication or Matric plus 6-7 years' experience in communication.
- DUTIES** : The incumbent will identify, select and acquire information for the Department's digital platforms. Research, collate, write and upload on the department's website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation's digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department's social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation's digital platforms as a communication tool. Assist with other communications projects as directed.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 48/219** : **ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: REFS/003508 (X2 POSTS)**
Branch: ICT
- SALARY** : R356 289 per annum (plus benefits)

CENTRE REQUIREMENTS : Johannesburg

Matric plus a minimum of National Diploma in Information Technology with 2 – 3 experience in desktop support environment or Matric plus 6 - 7 years' experience in a desktop support environment. Some experience in a volume driven processing centre environment will be an advantage.

DUTIES : Lead DTS team to perform Desktop application support service. Lead DTS team to perform Desktop technology support service. Lead DTS team to the coaching and mentoring of leaderships. Ensure satisfied user community. Lead DTS team to perform technical support of transversal applications. Management of information. Lead DTS team to perform hardware, software, and application installations, configuration and upgrades. Lead DTS to manage hardware, software, and application problems, and installations. Interpret and translate customer requirements. Perform quality checks. Ensure satisfied user community. Provide desktop support. Perform problem Resolution. Document problems and resolutions. Communicate with DTS team and users. Perform quality checks.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 48/220 : **SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/003507**
Directorate: Infrastructure

SALARY CENTRE REQUIREMENTS : R299 709 per annum (plus benefits)
: Johannesburg

Matric plus a minimum of National Diploma in Information Technology with 1 - 2 years' experience in IT/Desktop Support environment or Matric plus 5 - 6 years' experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

DUTIES : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

ENQUIRIES : Mr Themba Psungo Tel No: (011) 689 6980

POST 48/221 : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP TECHNICAL SUPPORT REF NO: REFS/003503**
Directorate: Applications Competency Centre

SALARY CENTRE REQUIREMENTS : R299 709 per annum (plus benefits)
: Johannesburg

Matric Plus National Diploma/Degree in Information Technology/ Commerce with 1-2 years' relevant ERP experience. OR Matric with 5-6 years' relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as ASAP and must have SAP ERP Authorisation experience. Relevant SAP ERP Authorisation Certification an added advantage.

DUTIES : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate

system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES : Mr Themba Psungo, Tel No: (011) 689 6980

POST 48/222 : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP CRM REF NO: REFS/003505**

Directorate: Applications Competency Centre

SALARY CENTRE REQUIREMENTS : R299 709 per annum (plus benefits)
: Johannesburg

: Matric Plus National Diploma/Degree in Information Technology with 1-2 years' relevant ERP experience OR Matric with 5-6 years' relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as ASAP and must have SAP CRM & SAP ITSM configuration experience. Relevant ERP qualification would be an added advantage.

DUTIES : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES : Mr Themba Psungo Tel No: (011) 689 6980

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Environmental Health Practitioner Grade 1 Ref No: EHP/ENVIR/001/11/18 (X4 Posts) (Helen Joseph hospital, Sterkfontein hospital, Sizwe hospital and George Mukhari Hospital) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, The candidate must have completed one-year Community Service NOT only in Gauteng. The post of Mortuary Attendant with Ref No: MOTATT/KPTH/08/11/18 (Kalafong Provincial Tertiary Hospital) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, the Minimum education requirement has been added: Grade 10 or equivalent.

OTHER POSTS

POST 48/223 : **MEDICAL OFFICER**
Directorate: Polyclinic

SALARY : R780 612 – R1 035 831per annum (all-inclusive package)
Grade 1: Ref No: MO/HJH/01/11/18 MO
Grade 2: Ref No: MO/HJH/02/11/18 MO
Grade 3: Ref No: MO/HJH/03/11/18 MO

CENTRE REQUIREMENTS : Helen Joseph Hospital
REQUIREMENTS : **Grade 1:** MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, no experience required. **Grade 2:** MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, Experience: 5-year experience as a Medical Practitioner. **Grade 3:** MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, Experience: 10-year experience as a Medical Practitioner BLS, ACLS, ATLS certificates will be an added advantage.

DUTIES : Knowledge, skills, training and competencies required Sound knowledge and clinical skills in General Medicine with focus on chronic medical conditions Sound Knowledge in Family Medicine as well as acute medical and surgical emergencies. Good communication and interpersonal skills, Ability to triage, assess, diagnose, manage patients' conditions and refer to higher or lower level of care if deemed necessary, Problems solving skills. Participate in CPD activities, Clinical Audits, MM meetings, Patients safety incidents reporting, complaints Management and Quality Improvement Plans. Training and supervision of Junior staff 3. Key Performance areas. Ability to provide high quality patient- centered care to all patients attending Helen Joseph Polyclinic according to guidelines and protocols. Ability to adhere to Provincial referral Policy, up referral and down referrals, Ensure the provision of continuity of care to patients for better outcomes. Ability to keep medical records in line with the Provincial Policy and Guidelines. Adhere to ethical values that govern the medical profession. Participate in compulsory commuted overtime in Emergency Department.

ENQUIRIES APPLICATIONS : Dr DR Monika, Monika@gauteng.gov.za Tel No: 011489 0974/ 0364
APPLICATIONS : Applications should be submitted at Helen Joseph Hospital HR department No. 1 Perth Road Aucklandpark or posted to Private Bag X47 Aucklandpark 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 : 14 December 2018

POST 48/224 : **CLINICAL PSYCHOLOGY REF NO: HRM 49/2018**
 Directorate: Psychiatry

SALARY : R674 892 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCSA as a Clinical Psychologist. Previous experience in a Psychiatric Hospital will be a recommendation.

DUTIES : Perform clinical, academic and administrative duties as required by the service delivery needs of the department. Service delivery for adult patients as inpatient and outpatients at Steve Biko Academic Hospital as a Clinical Psychologist

ENQUIRIES APPLICATIONS : Dr. GP Grobler Tel No: (012) 354 3191
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3

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

CLOSING DATE : 14 December 2018

POST 48/225 : **PHARMACIST GRADE 1 REF NO: PHARM 02/2018**
 Directorate: Pharmacy Department

SALARY : R655 980 (all-inclusive package)
CENTRE : Kopanong Hospital
REQUIREMENTS : Current registration with the SACCP as a pharmacist with proof of payment of annual fees. Good interpersonal relation skills, excellent team work skills, time management, problem solving, decision making, team building and people's skills.

- Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure and overtime where required.
- DUTIES** : Supervise, assist with and manage the control of stock both in ordering, receiving and distribution of finished products of schedule 1 to schedule 6 in accordance with the standard operating procedures and legislation. Supervise, assist with and manage the compounding, manipulation or preparation of non-sterile medicine or scheduled substances according to a formulae and standard treatment guidelines approved by the Responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards as well as National Core Standards policies. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Maintain quality standards and other departmental policies. Perform duties assigned by Responsible Pharmacist and Management.
- ENQUIRIES** : MS A Rademan Tel No: 016 428 7165
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
- CLOSING DATE** : 14 December 2018
- POST 48/226** : **HEAD OF DEPARTMENT (PNDIII) REF NO: HOD/SGLNC/03/11/18**
Directorate: Nursing Education and Training
- SALARY** : R548 436 – R635 778 per annum (plus benefits)
- CENTRE** : SG Lourens Nursing College
- REQUIREMENTS** : Registration with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. diploma / degree in Nursing) as a Professional Nurse. Bachelor's degree/ diploma in Nursing Education and Management. Master's degree and specialty in Midwifery. Valid driver's licence to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills. A minimum of 9 years' appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after registration in the said specialty. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge and understanding of Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards of Practice and Scope of Practice. Knowledge of Human Resource and Finance matters. In-depth knowledge of Public Service prescripts, Acts and Legislation.
- DUTIES** : Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to learners between College and Clinical areas. Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students. Supervise marking and moderating theoretical and practical examinations.
- ENQUIRIES** : Ms J.E. Malobola, Tel No: (012) 319 5601
- APPLICATIONS** : Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001
- NOTE** : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be

subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.
14 December 2018

CLOSING DATE

:

POST 48/227

:

HEAD OF ACADEMIC DEPARTMENT-PND3- GENERAL NURSING SCIENCE
Directorate: Nursing Education and Training

SALARY

:

R548 436 per annum (plus benefits)

CENTRE

:

Chris Hani Baragwanath Nursing College

REQUIREMENTS

:

Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. bachelor's Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in theory and clinical facilitation and assessment. Knowledge of procedures and processes related to Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of current changes/developments in Nursing Education; Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver's licence.

DUTIES

:

The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

ENQUIRIES

:

Ms. N.E Ntsele, Tel No: 011 983 3009
Ms. P.C. Sithole Tel No: 011 983 3002

APPLICATIONS

:

Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za.

NOTE

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All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE

:

14 December 2018

POST 48/228

:

OPERATIONAL MANAGER - SPECIALTY (MATERNITY) REF NO: NURS 03/2018

Directorate: Nursing

SALARY

:

R532 449 per annum (All-inclusive remuneration package)

CENTRE

:

Kopanong Hospital

- REQUIREMENTS** : Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in maternity after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Advanced Midwifery that is registered with SANC.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyse statistics. Provide a plan for effective training and
- ENQUIRIES** : MS M. E. Polo Tel No: (016) 428 7130
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
- CLOSING DATE** : 14 December 2018
- POST 48/229** : **OPERATIONAL MANAGER - SPECIALTY (THEATRE) REF NO: NURS 04/2018**
Directorate: Nursing
- SALARY** : R532 449 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in theatre after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Operating Theatre Nursing Science that is registered with SANC.
- DUTIES** : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and
- ENQUIRIES** : MS ME Polo Tel No: (016) 428 7130
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
- CLOSING DATE** : 14 December 2018
- POST 48/230** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT**
NEUROLOGY REF NO: HRM 50/2018
Directorate: Nursing
- SALARY** : R420 318 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate /recognizable experience in

- nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. AM Mowayo Tel No: (012) 354 1300
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 14 December 2018
- POST 48/231** : **OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH03/2018 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R420 318 – R473 067 per annum (Plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council as a professional nurse in terms of government notice R425 qualification (i.e. degree/ diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric). A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a professional Nurse with SANC in General Nursing. Diploma/ degree in Nursing Management will be an added advantage. Proof of current registration with SANC. Experience in patient care, computer literate (MS Excel, MS word and MS PowerPoint), driver's licence will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Ability work under pressure.
- DUTIES** : supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which id compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resource to fulfil operational and developmental function in accordance with legislation and policies. Ensure that participate in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth / ethical standards and development of self and staff members in the unit. Be in charge of the hospital in the absence of the senior managers (After hours and Weekends)
- ENQUIRIES** : Mrs Motlhaga DS Tel No: 012-354 7600
- APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001or Candidates should apply directly to the Hospital in HR Department.
- CLOSING DATE** : 14 December 2018

<u>POST 48/232</u>	:	<u>LECTURER PNDI / PNDII: GENERAL NURSING SERVICE (X5 POSTS)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R362 559 – R420 318 per annum (plus benefits) Ref No: LECPND1/SGLNC/01/11/18 R445 917 – R581 826 per annum (plus benefits) Ref No: LECPND2/SGLNC/02/11/18
<u>CENTRE REQUIREMENTS</u>	:	SG Lourens Nursing College PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
<u>DUTIES</u>	:	Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J.E. Malobola Tel No: (012) 319 5601 Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001
<u>NOTE</u>	:	Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.
<u>CLOSING DATE</u>	:	14 December 2018
<u>POST 48/233</u>	:	<u>ASSISTANT DIRECTOR- FACILITY MANAGEMENT UNIT (FMU) REF NO: 05/2018</u> Directorate: Administration
<u>SALARY</u>	:	R356 289 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Degree or National diploma in Electrical/Mechanical /Building with more than 5 years' experience of which 2 years should be at supervisory level. Qualification in project management will be an advantage. Candidate must have knowledge of facility management, inspection, presentation and analytical skills. Have an understanding of managing Facility management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Be

- literate in computer, MS Excel and Power Point. Be excellent in time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.
- DUTIES** : Ensure overall management of Facility Management Unit, parking, accommodation, garden services, Cleaning, security, waste management and DID – Artisans (electrical, mechanical, building, Plumbing and Carpentry). Supervise and manage resources in Facility Management Unit. Ensure Communicating and Liaising with the relevant inspectors and staff from DID and Central Office infrastructure. Attend FMU and DID Meetings and compile weekly, monthly and quarterly report. Participate in inter and Intradepartmental Committees That deals with FMU issues. Be responsible for performance, appraisal and development of staff. Ensure Achievement of strategic objectives of the component by ensuring suitable Infrastructure and day to day Maintenance budget by monitoring and reporting expenditure. Ensure the Implementation of FMU practices, Guidelines and policies. Be responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for facility management sections. Attend meetings for Projects and strategic planning. Attend to human resource matters; do record keeping and statistics, compile and Submit reports. Plan and implement training programs for staff. Perform any duties as delegated by Management.
- ENQUIRIES** : DR A M Kgomojoo Tel No: (016) 428-7112
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
- CLOSING DATE** : 14 December 2018
- POST 48/234** : **ASSISTANT DIRECTOR – SUPPLY CHAIN MANAGEMENT REF NO: ASDSCM/PWH/01/11/18**
Directorate: Supply Chain Management
- SALARY** : R356 289 – R419 679 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Grade 12 with Diploma/Degree in Commerce or Public Administration or Logistical Management or Supply Chain Management. 5 – 10 years experience in Supply Chain Management. A minimum of 3 – 6 years supervisory experience in procurement and Assets. Knowledge and Skill: Knowledge and practical experience of Supply Chain Management Framework, PFMA and Treasury Regulations, code of conduct. Contract Management and all other related prescripts. Professional Conduct and Integrity. Good communication and interpersonal relation. Planning, organizing, problem solving and report writing skills. Advanced computer literacy. Project management will be additional benefit. A valid driver's licence.
- DUTIES** : Oversee and manage the Supply Chain and Assets functions. Ensure effectiveness and efficiency in implementing SCM policies and procedures; maintain appropriate systems and internal controls to improve service delivery. Monthly reconciliation process between the relevant Financial system. Advice in terms of Bid specifications. Ensure functionality of Supply Chain Committees. Effective implementation of approved, costed essential equipment and maintenance plans. Compliance to National Core Standards and the turnaround strategy issues relevant to SCM. Effective Human Resource Development of the section. Attend weekly and monthly EXCO meetings. Prepare and submit consolidated monthly, quarterly and annual reports to the CEO. Maintain ethical and professional conduct.
- ENQUIRIES** : Dr HM Mosoane Tel No: (012) 380 1203
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

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

CLOSING DATE : 14 December 2018

POST 48/235 : **SOCIAL WORKER GRADE 1-3**
Directorate: Social Work Department

SALARY : Grade 1: R242 553 per annum plus benefits Ref No: HRM 51/2018
Grade 2: R298 299 per annum plus benefits Ref No: HRM 52/2018
Grade 3: R363 507 per annum plus benefits Ref No: HRM 53/2018

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : BA Degree in Social Work. Registration with the South Africa Council for Social service profession as a social worker. Grade 1 no experience needed, Grade 2 with a minimum of 10 years appropriate experience in social work after registration as a social work with the SACSSP and Grade 3 with minimum of 20 years appropriate experience in social work after registration as a social worker with the SACSSP. To have knowledge of welfare policies and legislation. To have computer literacy and a valid driver's license.

DUTIES : Provide Social Work Services to patients and their families using case work, group work and community work. Compile reports (process and psychological reports). Lead and participate in multidisciplinary teams. Attend weekly supervision. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics.

ENQUIRIES : Mrs. NA Mashego Tel No: (012) 354 1212

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

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

CLOSING DATE : 14 December 2018

POST 48/236 : **HR OFFICER REF NO: HROFF/PWH/0003/11/18**
Directorate: HR Department

SALARY : R242 475 - R285 630 per annum (plus benefits)

CENTRE : Pretoria West Hospital

REQUIREMENTS : Grade 12 with at least 5-10 years' experience in HR Department or a HR Degree/Diploma with 3 to 5 years' experience in a HR Department. Must be trained and have working experience on the Persal System. Must be Computer Literate. Must have good written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.

DUTIES : Manage and co-ordinate Human Resource administration matters within the Institution to contribute to the rendering of Professional Human Resource Management Service. Supervise the implementation and maintenance of Human Resource Administration practices concerning service benefits, salary administration, leave administration, core standards. Address Human Resource Management enquiries to ensure the correct implementation of Human Resource Management practices. Provide inputs on the development/amendments of guidelines/policies/standard operation procedures implemented in the Institution. Inform, guide and advise Departments/personnel on HR Administration matters. Management of training, monitoring and development of sub-ordinates, work allocations and effective implementation of performance management. Management and assuring the quality of HR Information and the promotion of information distribution process' sub-ordinate and conduct investigation of HR related problems and advising Management thereof. Oversee, maintain and monitor an effective HR Information System, including HR Databases, RWOPS and absenteeism profile. Responsible for discipline within HR Department. Report

on statistics on HR related matters and delegations. Approval of leave and overtime in the persal system.

ENQUIRIES : Ms GM Modutoane Tel No: 012 380 1213

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

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

CLOSING DATE : 14 December 2018

POST 48/237 : **PHARMACIST BASIC ASSISTANT POST REF NO: PHARM 01/2018 (X3 POSTS)**
Directorate: Pharmacy Department

SALARY : R196 218 (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Current registration with the SACPC as a Post Basic Pharmacist Assistant with proof of payment of annual fees. Basic communication skills (verbal and written). Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, team building and people's skills. Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure.

DUTIES : Assist the Pharmacy team in the running of the Pharmacy including one clinic pharmacy on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : MS A Rademan Tel No: 016 428 7165

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/238 : **PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: PHARMASST/PWH/0001/11/18**
Directorate: Pharmacy ARV Unit

SALARY : R196 218 – R221 034 per annum (plus benefits)

CENTRE : Pretoria West Hospital

REQUIREMENTS : Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Post-Basic). Registration with the SA Pharmacy Council as Pharmacist Assistant (Post-Basic). Must be computer literate and have good communication skills. Grade 1 less than 5 years' experience.

DUTIES : Ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a Post Basic Pharmacist Assistant under the personal supervision of a Pharmacist. Perform general tasks for which the content/procedures are well established, and any legitimate task requested that is necessary for the provision of a quality pharmaceutical service. Control and update the manual documentation and database as per specific authorization. Record and analyze all required statistics according to a specified method. Receive, read and

check the prescriptions for legality, authenticity and validity. Prepare labels and pack pharmacy products, complete and maintain documentation and dispense medication under supervision of Pharmacist. Maintain the relevant documentation e.g. VA11. Determine the stock to be procured, identify outstanding orders and follow-up, monitor and maintain stock. Control and receive stock, pre-labeling of stock. Assist in stocktaking procedures. Responsible for the cleanliness of the pharmacy and security during waste removal.

ENQUIRIES : Ms T Monamme Tel No: (012) 3801249/1250

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

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

CLOSING DATE : 14 December 2018

POST 48/239 : **HUMAN RESOURCE CLERK REF NO: HR 07/2018**
Directorate: Human Resources

SALARY : R163 563 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade 12 and must have completed internship in the Public Service. Must have Knowledge and be able to apply all relevant legislative framework and agreements. Good Communication Skills both verbal and written. Good interpersonal skills, problem solving, and good time management skills. Be computer literate. Diploma / Degree in Human Resource Management will be an advantage.

DUTIES : Administer the operations and functions of human resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Do recruitment and selection, and secretariat functions during interviews. Capture transactions on Persal system and process other documents to e Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the CPO/HR Manager.

ENQUIRIES : MS JD Mojelele, Tel No: (016) 428-7191

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/240 : **SUPERVISOR – GROUNDSMAN REF NO: SUPP 12/2018**
Directorate: Support Services

SALARY : R136 800 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Abet 4 or Grade 10/12 or equivalent. A Minimum of two years' experience in garden Services environment. Be Able to work under pressure. Be prepared to work shifts. Oversee that the premises and surroundings are clean and safe. Ensure maintenance and replacement of garden equipment and tools. Ensure safety of equipment and tools. Make trip request when necessary for garden refuse. Supervise subordinates and perform administrative and related functions. Manage performance and development of staff. Provide guidelines and advice to gardeners. Develop and manage the attendance register.

DUTIES : Oversee that the premises and surroundings are clean and safe. Ensure maintenance and replacement of garden equipment and tools. Ensure safety of equipment and tools. Make trip request when necessary for garden refuse. Supervise subordinates and perform administrative and related functions. Manage performance and development of staff. Provide guidelines and advice to gardeners. Develop and manage the attendance register.

ENQUIRIES : MS MMBV Lepota Tel No: (016) 428-7151

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/241 : **DRIVER REF NO: ADM 06/2018**
 Directorate: Transport

SALARY : R136 800 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 10 with 2-3 years driving experience. Valid driver's licence code 10/14 with valid Public drivers permit. Must be able to read and write. Must have knowledge of transport regulations, Batho Pele Principles and prepared to work shifts, weekends and public holidays. The successful candidate must be able to work in a team, be committed, loyal, respectful and good customer care attitude. Good Communication skills both verbal and written.

DUTIES : Timeous transportation of patients, staff and goods. Check level and condition of fuel oil, fuel, tyres and water at all times before using the vehicle. Complete log books, use petrol cards as prescribed by the Policy. Report accidents and identified defects to the supervisor as prescribed by the policy. Keep vehicles Clean and in good condition. Ensure proper safe keeping of the government vehicle and accessories at all Times. Perform messenger work. The driver will be expected to drive around Gauteng Province.

ENQUIRIES : MS TB Morule Tel No: (016) 428-7086
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/242 : **FOOD SERVICE AID REF NO: FOOSERV/PWH/0002/11/18**
 Directorate: Food Service Unit

SALARY : R115 437 – R135 981 per annum (Level 03) (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Good communication (Verbal & written) skills. Abet or Grade 10 with 2 to 5 years' experience in food preparation, cleaning of mass production equipment, surfaces, dish washing and cleaning of floors in a food preparation facility. Applicants should have a basic knowledge and understanding of food safety and various hygiene practices necessary in the foodservice unit. Applicant should have an understanding of the Batho Pele Principles in relation to the food service unit. Must have interpersonal skills and some level of problem solving. Must be willing to work shifts, public holidays and weekends.

DUTIES : Cleaning the steam pots, meal preparation areas as well as cooking utensils before and after food preparation. Segregating food and general waste. Assisting the cooks with peeling and dishing up of patient's meals. Wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Execute any lawful additional task issued by supervisory person. Relieve other staff members on request. Use domestic appliances to execute tasks. Report broken/lost equipment as well as any observed risks.

ENQUIRIES : Mrs MM Makatu Tel No: (012) 380 1294/93.
APPLICATIONS : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

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

CLOSING DATE : 14 December 2018

POST 48/243 : **CLEANER REF NO: SUPP. 08/2018 (X13 POSTS)**
 Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet or Grade 7/8 or equivalent. Good communication skills and be able to work shifts, Including weekends and public holidays. Able to rotate when required. Be

honest and reliable. Good Physical strength and able to cope with the demands of the position. Be able to work as a team.

DUTIES : Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, Wash, scrub and polish floors, walls, windows, stairs, fire escapes, side walls and anything as requested by The Supervisor. Clean equipment, wash dust bins and remove waste including medical wastes and adhere To Health Care Waste Management Policy. Operate heavy duty cleaning machines. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen. Collect food trolleys. Dishing meals and cleaning utensils as per infection control prescripts.

ENQUIRIES APPLICATIONS : Ms MMV Lepota Tel No: (016) 428-7151
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/244 : **STORES ASSISTANT REF NO: STORES 09/2018**
Directorate: Support Services

SALARY CENTRE REQUIREMENTS : R96 549 per annum (plus benefits)
Kopanong Hospital

DUTIES : Abet or Grade 7/8 or equivalent. Good communication skills. Be honest and reliable. Good Physical strength and be able to cope with the demands of the position. Be able to work as a team.
Assist warehouse clerk when issuing. Delivering of stock to the wards and other departments within the Hospital. Assist transit clerk when receiving stock. Pack stock and clean the store rooms. Act as a Messenger. Maintain confidentiality at all times and perform any other duties as requested by the supervisor.

ENQUIRIES APPLICATIONS : Ms K Sello Tel No: (016) 428-7036
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/245 : **LINEN ROOM ASSISTANT REF NO: SUPP. 10/2018**
Directorate: Patient Activity

SALARY CENTRE REQUIREMENTS : R96 549 per annum (plus benefits)
Kopanong Hospital

DUTIES : Abet or Grade 7/8 or equivalent. Be Able to work under pressure and to work shifts, including Weekends. Laundry experience will be an advantage.
Collect soiled linen from the wards daily. Deliver clean linen to the wards daily. Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack the linen items Accordingly on the shelves. Wash small linen items. Participate in stock count. Clean the whole Linen Room. Adhere to requirements or changes from internally or externally. Adhere to all instructions from Senior management.

ENQUIRIES APPLICATIONS : MS LP Phaswana Tel No: (016) 428-7111
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/246 : **PORTER REF NO: SUPP 11/2018 (X2 POSTS)**
 Directorate: Patient Activity

SALARY : R96 549 per annum (plus benefits)
CENTRE : Kopanong Hospital (MDR Unit)
REQUIREMENTS : Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.
DUTIES : Transport patients to different service points within the hospital. Checking and ordering of the oxygen cylinders. Collecting of midnight returns and discharged patient's files from the ward on a daily basis. Respond promptly Removal of corpses from the wards and admit them in the mortuary. Ensure that the corpses are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patient use all the time. Respond promptly to telephone messages and queries.

ENQUIRIES : MS LP Phaswana Tel No: (016) 428-7111
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018

POST 48/247 : **GROUNDSMAN REF NO: SUPP 13/2018 (X2 POSTS)**
 Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet or Grade 7/8 or equivalent. Good communication skills. Able to rotate when Required and to work under pressure. Be able to work as a team.
DUTIES : Maintain premises and surroundings. Ensure their cleanliness and upkeep. Maintain the garden by watering, pruning and trimming flowers and trees mow the grass, remove weeds and Garden refuse, apply insecticides and cultivate the soil for trees and flowers. Maintain garden Equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Repair Minor defects of garden equipment and tools.

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE : 14 December 2018
ENQUIRIES : MS MMBV Lepota Tel No: (016) 428-7151

PROVINCIAL TREASURY

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

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

CLOSING DATE : 14 December 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks

(criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 48/248** : **ASSISTANT DIRECTOR: RISK MANAGEMENT**
 Directorate: Strategy Management
 Re-advertisement. Candidates who applied previously on circular 36/171 are encouraged not to apply.
- SALARY** : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognized by SAQA, in Accounting or Risk Management. 3 – 5 years' experience in Risk Management. Good planning and organizing skills, interpersonal relations and analytical skills. Good verbal and written communication skills. Good grasp of the Public Finance Management Act and Treasury Regulations.
- DUTIES** : Assist in the implementation of the departmental risk and ethics management plans. Co-facilitate Operational Risk Assessments and Business Impact Analysis workshops. Develop risk mitigation strategies to address departmental risk in a coordinated manner. Conduct extensive risk and ethics awareness programmes within the GPT units. Provide timeous and accurate management information reports as required by IRM stakeholders. Provide secretariat functions to the Risk and Ethics Management Committee. Maintain updated risk profiles of the GPT units on Barn-owl.
- ENQUIRIES** : Ms Baleseng Sedibe Tel No: (011) 227-9000
- POST 48/249** : **PRACTITIONER: HRD OFFICER**
 Chief Directorate: Corporate Services
- SALARY** : R242 475 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Administration or (related Human Resource qualification). 1 – 2 years' experience in the PMDS administrative environment.
- DUTIES** : Coordinate departmental induction programme. Organise venue for induction. Liaise with Directorates to release staff to induction. Create a spreadsheet for all staff who have been inducted. Keep attendance registers. Reports on attendance. Coordinate quarterly PMDS training for all staff members in the department including senior managers. Conduct Performance Development Programme analysis. Keep attendance register. Notify staff and their supervisors about the PMDS training. Take charge of logistical arrangements for all staff identified for training. Assist managers and employees with the implementation of PMDS system. Provide advice and guidance to management and staff on PMDS and employee development. (PMDS advice and guidance provided to units) Database administration. Maintain PMDS electronic systems. Ensure compliance on the MPAT requirements. Capture and compile Persal report. Arrange the moderation

committee meetings. Compile PowerPoint presentations for moderation committees, such as IRC & DMC. Take minutes during the Moderation processes. Coordinate Assessment Appeals Panel. Take minutes during the Assessment Appeals Panel. Identify employees eligible for performance incentives. Compile spreadsheets for qualifiers and non-qualifiers with regards to the implementation of payment of performance incentives (performance bonuses and pay progression). Draft submissions memorandum, payment and letters for performance incentives.

ENQUIRIES : Ms. Linda Ninzi Tel No: (011) 227 9000

POST 48/250 : **SWITCHBOARD OPERATOR**
Directorate: Security & Auxiliary Services

SALARY : R136 800 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 and, 1 year experience in the public sector and/or related area.
DUTIES : Manage and operate switchboard of the department. Receive and distribute documents/faxes. Receive and arrange deliveries. Note and hand-over telephone messages to relevant staff members. Provide administrative support and assistance as required. Coordinate meetings and events. Record all correspondences. Receive visitors and relevant inform staff members.

ENQUIRIES : Ms Linda Ninzi Tel No: (011) 227 9000

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : All applicants must apply online at www.gautengonline.gov.za. Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID and submit to: No.35 Rissik Street, Surrey House Building, Johannesburg, 2001

FOR ATTENTION : Ms. Vivien Khanye, Tel No: 011 355 2720

CLOSING DATE : 14 December 2018

NOTE : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 48/251 : **DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: REFS/003440**

Directorate: Provincial Archives, Library and Information Services

This is a re-advertisement and applicants who applied before are encouraged to reapply.

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

CENTRE : Johannesburg

REQUIREMENTS : The successful candidate must have a grade 12 plus a 3-year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA. Higher Diploma in Archival Services or Library and Information Services. 5 years of experience at a middle / senior managerial level. 5-10 years of experience in Archives, Library and Information Services. A valid driver's license. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people

management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork. decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.

DUTIES : Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be more appropriately preserved by another institution, with due regard to the need to document aspects of the province's experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and co-ordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions and the lending of records. Organize training programmes in various disciplines of archives administration and records management. Approve applications for records classifications systems and disposal of records.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/252 : **DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE REPORTING SERVICES REF NO: REFS/003443**
Directorate: Strategic Planning

SALARY CENTRE : R1 005 063 per annum (all-inclusive package)
Johannesburg

REQUIREMENTS : The successful candidate should have grade 12 plus an undergraduate qualification in Public Management, or a qualification in Monitoring and Evaluation (NQF Level 7) as recognized by SAQA. 5 years' experience in a Strategic Management environment at a Middle Management level. Knowledge: Public Sector Strategic Planning and Performance Information Reporting processes, Corporate Performance Information Management and MPAT. A good understanding of political, administrative and governance issues in the Public Service. Ability to develop and manage effective working relationships with business units to ensure coordinated and integrated results. Understand financial regulations and PFMA. Human Resources management, Training, reporting systems, Public Sector Statutory requirements, administration procedures, procurement directives and procedures, computer operation (hardware and software). Skills: Organizing, computer literacy, problem solving, interpersonal skills, conflict management, high level report writing, project management, policy analysis and development, policy and objectives formulation, research, analytical thinking, conceptualization, facilitation, ability to relate different matters which have common denominators.

DUTIES : Coordinate the drafting of the Strategic Plan, Annual Performance Plan, Operational Plan, Service Delivery Model. Champion the MPAT process for the department and support internal MPAT coordinators, manage integrated strategic planning, manage performance reporting, manage policy development, approval

and review. Ensure efficient management of the Directorate, manage compilation of the quarterly non- financial narrative report for submission to the Office of the Premier and other principal offices. Manage compilation of the quarterly performance report model (QPRM) for submission to the Gauteng Provincial Treasury and National Treasury, manage compilation of the monthly Programme of Action report for submission to the office of the Premier. Consolidate the quarterly report for submission to the Audit Committee, manage compilation of the quarterly report for submission and presentation to Gauteng Provincial Legislature. Manage compilation of quarterly reports for submission to the Gauteng Planning, Monitoring and Evaluation. Manage Monitoring and Evaluation for the Department across all programmes. Manage Policy, Research and Knowledge Management for the Department. Manage compilation of PAIA/PAJA Reports for submission to Chapter 9 Institutions and the Public Service Commission. Manage compilation of the quarterly report on job creation to the Gauteng Department of Economic Development. Manage compilation of the Department's Annual Report. Manage consolidation of the Department's Annual Performance Plans. Manage consolidation of the Department's Business Plans. Manage compilation of the Department's Citizens Annual report. Manage the budget of the Directorate. Manage the risk and Audit matters of the Directorate.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/253 : **DIRECTOR: IGR AND STRATEGIC PARTNERSHIP SERVICES REF NO: REFS/003446**
Directorate: IGR and Strategic Partnership

SALARY CENTRE REQUIREMENTS : R1 005 063 per annum (all-inclusive package)
Johannesburg

The successful candidate should have grade 12 plus an undergraduate qualification in Public Management or Business Management (NQF Level 7) as recognized by SAQA. 5 years' experience in a Strategic Management environment at a Middle Management level. Knowledge: Knowledge of wide range of work procedures and or/processes such Public Sector operations. Strategic Partnerships, IDP Processes, Service Delivery Models Drafting of service level Agreement (SLA) Memorandum of Understanding (MOU). SKILLS: Decision making, leadership, Negotiations, financial management, planning and organizing, people management, problem conflict management, stakeholder management, verbal and written communication, report writing, and relationship management.

DUTIES : Facilitate and manage stakeholder coordination with SACR. Facilitate and build effective Strategic Partnerships. Facilitate and build effective and Intergovernmental Relationships and co-operation across all spheres of government. Compile Inter-Governmental Relations reports. Coordinate and facilitate international related matters. Provide advice on IGR and international related matters. Facilitate mainstreaming of Social Cohesion across all Departmental programmes. Facilitate effective and seamless functioning of the Department's Corridor model of service delivery. Facilitate review of IGR, IR, Strategic Partnership, Social Cohesion, and Stakeholder Management strategies.
Ms. Vivien Khanye Tel No: 011 355 2720

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/254 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT SERVICES REF NO: REFS/003450**
Directorate: Supply Chain Management

This is a re-advertisement and applicants who applied before are encouraged to reapply.

SALARY CENTRE REQUIREMENTS : R1 005 063 per annum (all-inclusive package)
Johannesburg

The successful candidate should have a matric certificate plus an undergraduate qualification in Supply Chain Management, Public Management/Administration, or Logistics/Purchasing Management (NQF level 7) as recognized by SAQA. Minimum of 5 (five) years' experience at middle/senior management level, three (3) years of functional experience in a Supply Chain Management unit within the

public-sector environment. A valid driver's license. Knowledge: Extensive knowledge and experience in government procurement legislation, regulations and policies, PFMA, Treasury Regulations Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment and Strategy and the Gauteng Township Economy Revitalization Strategy. Extensive experience in all facets of Supply Chain Management (Demand, Acquisition, Logistics, Disposal Supply Chain Management Performance and Risk Management) development of policies, and strategies in market research and strategic sourcing. SKILLS: Ability to work in a diverse team, strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management, service client orientation and customer focus, communication, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite, SAP & SRM preferable), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, good communication, conflict management, quality orientated, decisive and confident, the ideal candidate will be able to keep abreast of market trends, with strong administrative, analytical, cultural diversity management skills ability to work under pressure and meet demanding deadlines that require interventions after hours.

DUTIES : Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions) Liaise were necessary with the relevant stakeholders involved with the procurement activities of the department, coordinate , compile and manage the timely and correct submission of reports to internal and external stakeholders, ensure prompt submission of documents to the Chief Finance officer, Head of Department, identify and provide training to staff as required, respond to audit queries manage the implementation of risk management strategy within the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery clients and value for money per category demand purchases. Manage and enhance the performance of the SCM directorate, including implementation of recommendation from audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/255 : **DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF NO: REFS/003453**
 Directorate: Management Accounting
 This is a re-advertisement and applicants who applied before are encouraged to reapply.

SALARY : R1 005 063 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a matric certificate plus an appropriate undergraduate qualification in Cost and Management Accounting or Financial Management (NQF Level 7) as recognized by SAQA. CiMA would be an advantage. At least five (5) years working experience in a Management Accounting environment in the public service. Five (5) years Middle/Senior Management experience. A valid driver's license. Knowledge of Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions. Sound knowledge of Budget Formulation. Revenue and Expenditure Management and Control. Cash Flow Management. Knowledge of Management Accounting, Policy development, presentation and strong analytical skills. Good communication skills (written and verbal communication). Computer literacy and proficiency in EXCEL.

- DUTIES** : The incumbent will be responsible for management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote. IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Sub Programmes and Corridors). Prepare and undertake regular budget bilateral meetings with all Programmes. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts reports. Coordinate monthly expenditure meetings with programme managers and keeping minutes. Manage and drive audit processes with the external auditor. Develop quarterly reports for oversight committees. Management of expenditure planning and forecasting. Responsible for monthly, quarterly and annual cash flow projections for the Department. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the Provincial Treasury. Establish filing systems. Staff supervision, training, and development. Establish culture of professionalism and good working ethics in the Management of the Directorate.
- ENQUIRIES** : Ms. Vivien Khanye Tel No: 011 355 2720
- POST 48/256** : **DIRECTOR: SECURITY AND FACILITY MANAGEMENT SERVICES REF NO: REFS/003455**
Directorate: Security and Facility Management
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (all-inclusive package)
: Johannesburg
: The successful candidate should have a matric certificate plus an appropriate undergraduate qualification in Office Administration/Facility Management/Records Management (NQF Level 7) as recognized by SAQA. Qualification in Security Management course offered for Safety by the State Security Agency. 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. Certificate in National Intelligence Security Management Course Offered by SSA. Extensive knowledge and working experience in Safety and Security environment. Knowledge and understanding of the implementation of SASREA 2 of 2010(Safety at Sports and Recreation Events Act). Records and Facilities Management. Knowledge of Physical, Personnel, Document, communication and IT Security. Knowledge and understanding of vetting process (MISS and MPSS documents), Records Management and File Plan implementation, Public Finance Management Act, Interpretation of legislation, Policy analysis, development and implementation. Knowledge and understanding of User Asset Management Plan(U-AMP), GIAMA (Government Immovable Asset Management Act, Act 19 of 2007, Knowledge management skills. Computer literacy. Conflict management skills. Decision-making skills. Problem analysis skills. Written and verbal communication skills.
- DUTIES** : Ensure the effective and efficient operation of the unit, Manage all security awareness programme. Develop and ensure the implementation of Security Policies Standards. Manage the conducting of the Departmental Threat and Risk Assessment, Security audits and ensure that reports are compiled. Ensure proper utilization and safeguard of assets. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Assess and improve the effectiveness of security measures and procedures. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop the Departmental Facilities Management Maintenance Plan as informed by User-Asset Management Plan. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but

not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/257 : **DIRECTOR: WEST CORRIDOR REF NO: REFS/003462**
Directorate: Corridor Coordination

SALARY : R1 005 063 per annum (all-inclusive package)
CENTRE : West Corridor

REQUIREMENTS : The successful candidate should have a matric certificate plus an undergraduate qualification in Public Management (NQF Level 7) as recognized by SAQA. At least 5 experiences in a Middle Management position in Operations Management environment in the public service Detailed understanding of Operations Management Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge: knowledge of wide range of work procedures and or/processes such Public Sector operations Strategic Partnerships, IDP Processes, Service Delivery Models Drafting of service level Agreement (SLA) memorandum of understanding (Mou). Skills: decision making, leadership, Negotiations, financial management, planning and organizing, people management, problem conflict management, stakeholder management, verbal and written communication, report writing, and relationship management. Planning, Monitoring, People Management, Project Management, Report writing, Financial Management.

DUTIES : Manage the implementation of sport development and talent identification and sport and community recreation programmes, implementation of school sport., Arts and Culture programmes. Manage activities that promote social cohesion and stakeholder liaison. and technical Inter-Governmental Relations in the Corridor. Provide regular reports to line and strategic managers. Monitor heritage and museums structures.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720