ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 01 March 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 06/85: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/003646
Directorate: Human Resource Management

SALARY: R1 005 063 per annum. An all-inclusive remuneration package
CENTRE: Johannesburg

DUTIES: To provide effective human resource administration to the Department. Manage and facilitate the provision of labour relations services. Manage, coordinate and facilitation of Performance Management Development Programmes. Manage, coordinate and facilitate Human Resource Planning, Strategy and Human Resource Utilization, organisational development and operations management. Manage and Facilitate the Provision of Employee Health and Wellness Programme.

ENQUIRIES: Ms Makgopa Evelyn Tel No: 011 689 3726
POST 06/86 : DIRECTOR: CORRIDOR COORDINATION ROAD TRAFFIC REF NO: REFS/003647
Directorate: Traffic Management

SALARY : R1 005 063 per annum. An all-inclusive remuneration package
CENTRE : Northern Corridor (Pretoria)
REQUIREMENTS : Matric plus a Bachelor Degree (NQF Level 7) in Traffic Management. 6-10 years working experience in traffic and transport law enforcement and administration environment and 05 years in middle managerial level. Proven track record of project management. A valid Driver’s license. No criminal record or cases pending against you. Knowledge and Skills: Change management, Strategy, Leadership, Human Resources Management, Vision, Computer, Training, HR matters, Finance, Technical Standards/procedures, Needs and priorities of stakeholders, Planning and Organising, knowledge of applicable regulating Act/Measures, Knowledge of prosecuting procedures, managerial functions. Analytical thinking, Research, Policy formulation, Financial Management. Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits, customer management, results quality management, business thinking, Innovation/continuous improvement, strategic thinking, decision making, initiative, problem solving, presentation, negotiation and communication.

DUTIES : Manage and coordinate traffic law enforcement programmes and projects, manage and coordinate public transport related programmes and projects, manage and ensure the rendering of road safety educational programmes and projects, manage and coordinate special services programmes and projects, manage coordinate administration support services and regulatory personnel, manage strategic and operational risk, manage the finances, procurement, asset and calibration of equipment's.

ENQUIRIES : Ms Nkhensani Manganyi Tel No: 011 689 3701/3726

POST 06/87 : DIRECTOR: CORRIDOR COORDINATION ROAD TRAFFIC REF NO: REFS/003648
Directorate: Traffic Management

SALARY : R1 005 063 per annum. An all-inclusive remuneration package
CENTRE : Eastern Corridor (East of Johannesburg)
REQUIREMENTS : Requirements: 6-10 years working experience in traffic and transport law enforcement and administration environment and 05 years in middle managerial level. Proven track record of project management. A valid Driver’s license. No criminal record or cases pending against you. Knowledge and Skills: Change management, Strategy, Leadership, Human Resources Management, Vision, Computer, Training, HR matters, Finance, Technical Standards/procedures, Needs and priorities of stakeholders, Planning and Organising, knowledge of applicable regulating Act/Measures, Knowledge of prosecuting procedures, managerial functions. Analytical thinking, Research, Policy formulation, Financial Management, Management to ensure that performance standards remains adequate and that responsibilities are adhered to within budget limits, customer management, results quality management, business thinking, Innovation/continuous improvement, strategic thinking, decision making, initiative, problem solving, presentation, negotiation and communication.

DUTIES : Manage and coordinate traffic law enforcement programmes and projects, manage and coordinate public transport related programmes and projects, manage and ensure the rendering of road safety educational programmes and projects, manage and coordinate special services programmes and projects, manage coordinate administration support services and regulatory personnel, manage strategic and operational risk, manage the finances, procurement, asset and calibration of equipment's.

ENQUIRIES : Ms Nkhensani Manganyi Tel No: 011 689 3701/3726
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: 01 March 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 06/88: TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/003633
Directorate: DMC

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF level 6 in Business Management or related with 2-3 years’ experience in Document Management or Matric plus 5-6 years’ experience in Document Management. Advanced Computer skills. Supervisory orientation or Management training is essential.

DUTIES: Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO 9000 standards. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners.

ENQUIRIES: Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 06/89: TEAM LEADER: RECORDS MANAGEMENT REF NO: REFS/003635
Directorate: Document & Records Management

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus NQF level 6 in Archival Science or related with 2-3 years’ experience in Records Management, or Matric plus 5-6 years’ experience in Records Management. Advanced Computer skills. Supervisory orientation or Management training.

DUTIES: Conducting information audits/records survey in Business Units within e-Government (to determine records that need to be transferred to archives

ENQUIRIES: Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF HEALTH

OTHER POSTS

POST 06/90: HEAD CLINICAL DEPARTMENT (DENTAL) PROSTHODONTICS REF NO: HCU/PROS/6/2/19
Directorate: Prosthodontics

SALARY: R2 054 577 – R2 180 646 per annum (inclusive package), excl commuted overtime

CENTRE: Wits Oral Health Centre and School of Oral Health Sciences

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist in Prosthodontics, Independent Practice. A minimum of 3 years appropriate Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa. Supervision to completion of prosthodontics registrars and MSc in Dentistry. Minimum of 3 years’ experience in management and supervision of junior staff members. Experience in teaching of undergraduate and postgraduate and proven research record. Good standing in the profession.

DUTIES: The incumbent will be responsible inter alia, for the general management and administration of the Prosthodontics Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching & training, development and supervision of research projects, academic outreach. Management of the department including Finances.

ENQUIRIES: Prof MS Nemutandani Tel No: 011 488 4893/4864

APPLICATIONS: Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

NOTE: Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. The incumbent should be a catalyst for Transformation. The academic level of the University appointment will be determined on an individual basis applicable to the University of the Witwatersrand criteria.

CLOSING DATE: 01 March 2019

POST 06/91: DENTAL SPECIALIST GRADE 1/2/3 (PROSTHODONTICS) REF NO: DENTSPEC/PROS/7/2/19
Directorate: Prosthodontics

SALARY: R1 051 368 – R1 395 105 per annum (inclusive package), excl commuted overtime

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Prosthodontics. Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa.
DUTIES: Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching Platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance on teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.

ENQUIRIES: Prof JL Shackleton Tel No: 011 488 4925

APPLICATIONS: Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

NOTE: Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 01 March 2019

POST 06/92: REGISTRARS: DENTAL REF NO: REG/8/2/19 (X11 POSTS) (PROSTHODONTICS X1 POST, ORAL MEDICINE AND PERIODONTALOGY X4 POSTS, ORTHODONTICS X1 POST, MAXILLOFACIAL ORAL AND SURGERY X4 POSTS, ORAL PATHOLOGY X1 POST)

Directorate: Prosthodontics, Oral Medicine and Periodontology, Orthodontics, Maxillofacial Oral and Surgery, Oral Pathology

SALARY: R780 612 – R816 264 per annum (inclusive package), exc. commuted overtime.

CENTRE: Wits Oral Health Centre and School of Oral Health Sciences

REQUIREMENTS: Registration with HPCSA as Dentist in category Independent Practice. Two years’ experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicant must show specific interest in Prosthodontics/Oral Medicine and Periodontology/Maxillofacial Oral and Surgery.

DUTIES: Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics/Oral Medicine and Periodontology/Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

ENQUIRIES: Prosthodontics - Prof JL Shackleton Tel No: 011 488 4925/4883
Oral Medicine and Periodontology- Prof SL Shangase Tel No: 011 488 4887/4889
Maxillofacial Oral and surgery - Prof RE Rikhotso Tel No: 011 717 2130/2230
Orthodontics - Prof TC Dandajena Tel No: 011 488 4871/4879
Oral Pathology - Dr S Ngwenya Tel No: 011 717 2139/2197

APPLICATIONS: Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

NOTE: Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. Applicants must indicate the Department for which they are applying for.

CLOSING DATE: 01 March 2019

POST 06/93: MEDICAL OFFICER GRADE 1-3 REF NO: SIZ003

Directorate: Clinical

SALARY: Grade 1: R780 612 per annum (All-inclusive package)
Grade 2: R892 551 per annum (All-inclusive package)
Grade 3: R1 035 831 per annum (All-inclusive package)

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. Relevant experience in a drug resistant TB clinical management environment will be an added advantage.

DUTIES:
Clinical Care: Facilitate a holistic approach to patient care within the multidisciplinary team. Specialized clinical care of patients with drug resistant TB and HIV/AIDS including adults and pediatric patients. Care of co-morbidities in patients with drug resistant TB. Keep abreast with developments in the whole spectrum of medical care with special emphasis on drug resistant TB and HIV/AIDS. Administrative Duties: Keep statistics of patients seen as directed by the line Manager. Facilitate optimal running of clinical services. Assistance with data collection and entry. Reporting of adverse events related to therapeutic management. Assist in updating protocols and SOPs as required by the Clinical departments and ensuring that they are being followed. Participation in research and training activities of the hospital, Provincial and National departments, relevant to the work environment. Attendance of academic meetings and statutory meetings of the hospital like PTC meetings, Clinical Governance committee meetings, Mortality and Morbidity meetings, Multi-disciplinary committee meetings and CPD meetings. Networking: Liaise with local community Clinics and hospitals to assist them with telephonic consults and when needed facilitate transfer of the patient. Arrange referral for patients requiring services not offered by Sizwe Tropical Disease Hospital. Legislation and Policies and Procedures: Familiarize self with rules and regulations with the Health Act and other relevant legislations. Comprehensive understanding of the rights of patients in terms of clinical care. It is mandatory to participate in the commuted overtime duties as required by the clinical service requirements.

ENQUIRIES:
Dr. X.S Padanilam (Clinical Manager) Tel No: 011 531 4410

APPLICATIONS:
Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2, Corner Club & Modderfontein Road, Sandringham Edenvale.

NOTE:
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID, proof of current HPCSA registration and qualifications (not older than 3 months certified). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualification of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting processes. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. No phone interviews will be entertained.

CLOSING DATE:
01 March 2019

POST 06/94:
DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF NO: DENT/GDP/9/2/19
Directorate: General Dental Practice

SALARY:
R757 707 – R1 035 831 per annum (inclusive package), excl. commuted overtime

CENTRE:
Wits Oral Health Centre

REQUIREMENTS:
Registration with HPCSA as Dentist in category independent practice. Minimum of five years’ appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
DUTIES : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
ENQUIRIES : Dr DF Kotsane Tel No: 011 488 4875
APPLICATIONS : Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.
NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
CLOSING DATE : 01 March 2019
POST 06/95 : HEAD OF DEPARTMENT – GENERAL NURSING SCIENCE DEPARTMENT REF NO: 3/4/1/1/1
Directorate: Nursing College
SALARY : PND 3- R548 436 - R635 778 per annum (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. A bachelor’s degree in nursing/ Nursing Education and Management. A Master’s degree will be an added advantage. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. At least five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver’s license.
DUTIES : Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.
ENQUIRIES : Ms M du Plessis Tel No: (011) 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
APPLICATIONS : Applications must be submitted to:  Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park, 2006
CLOSING DATE : 01 March 2019
POST 06/96 : HEAD OF DEPARTMENT – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC) DEPARTMENT REF NO: 3/4/1/3 (X1 POST)
Directorate: Nursing College
SALARY : PND 3- R548 436 - R635 778 per annum (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor’s degree in nursing/ Nursing Education and Management, a qualification in Community Nursing Science and a post basic qualification in Primary Health Care A Master’s degree in the specialty. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to

**DUTIES**: Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.

**ENQUIRIES**: Ms M du Plessis Tel No: (011) 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912

**APPLICATIONS**: Applications must be submitted to: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park 2006

**CLOSING DATE**: 01 March 2019

**POST 06/97**: HEAD OF DEPARTMENT – PSYCHIATRIC NURSING AND SOCIAL SCIENCES DEPARTMENT REF NO: 3/4/1/2 (X1 POST)

Directorate: Nursing College

**SALARY**: PND 3 - R548 436 - R635 778 per annum (plus benefits)

**CENTRE**: Ann Latsky Nursing College

**REQUIREMENTS**: Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor’s degree in nursing/ Nursing Education and Management. A Master’s degree in the specialty will be an added advantage. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the speciality. Knowledge of educational procedures and processes related to Basic and Post Basic Nursing programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resources and Finance matters. Sound communication, and Leadership skills and valid driver’s license.

**DUTIES**: Coordinate the provision of education and training of student nurses: Manage clinical learning exposure to learners between college and clinical areas. Develop an ensure implementation of quality assurance programmes, collaborate with other stake holders and build a sound relationship within the department, supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.

**ENQUIRIES**: Ms M du Plessis, Tel No: 011 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912

**APPLICATIONS**: Applications must be submitted to: Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park 2006

**CLOSING DATE**: 01 March 2019

**POST 06/98**: CLINICAL COORDINATOR GRADE 1: TRAINING AND DEVELOPMENT REF NO: SIZ0012

Directorate: Nursing Services

**SALARY**: R420 318 - R473 067 per annum plus benefits

**CENTRE**: Sizwe Tropical Disease Hospital

**REQUIREMENTS**: Grade 12(Standard 10), Basic qualification in terms of Government Notice 425 i.e. Degree/Diploma or equivalent qualification that allows registration with SANC. Minimum of seven (7) years appropriate/recognisable experience in Nursing after registration with SANC as a Professional Nurse in General Nursing. Experience in Nursing Education / Staff Development will be an added advantage. Computer skills: Microsoft Word, Excel, PowerPoint and presentation skills. Effective communication skills. Ability to analyse training and development reports.
DUTIES: Facilitate, coordinate and assess staff learning needs in both theory and practical to promote sustainable growth and development and professional knowledge. Compile training plan, schedule lectures and in-service training/courses in line with Gauteng Department of Health objectives. Implement and monitor adherence to CPD for professional growth. Execute formal duties within the department of health context. Participate in committees as delegated. Submit quality training reports according to set standards. Coordinate training for the institution in line with the Skills Development Act and other related legislation.

ENQUIRIES: Mrs B.M Rikhotso (Nursing Service Manager) Tel No: (011) 531 4304

APPLICATIONS: Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham Edenvale.

NOTE: To be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV)/resume, certified ID copy.

CLOSING DATE: 01 March 2019

POST 06/99: SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SIZ0067

Directorate: Allied Health Services

SALARY: R363 507 - R421 404 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: Four (4) year Degree in Social Work and current Registration with SACSSP and proof of original registration as a Social Worker with the council. Minimum of seven (7) years appropriate experience in social work after registration as a social worker with the SACSSP. Good knowledge of public service legislation and Department of Health and the Social Work Profession legislation, policies and guidelines. Computer skills, sound written and verbal communication skills. Knowledge of Quality Assurance and National Core Standards. Extensive experience in the hospital/health care setting. Working experience in a TB (MDR & XDR) environment will be an added advantage. Ability to work within a multidisciplinary team environment. Good understanding of medium and long stay inpatient and outpatient systems and management of families and caregivers. Ability to further develop the standard and scope of hospital services in the related profession in terms of stakeholder management and capacity building. Knowledge and skills in the area of budgeting and resource allocation.

DUTIES: Reports to the Allied Manager. Manage the Social Work unit in terms of supervision, Monitoring & Evaluation and Performance Management Development System in accordance with Departmental policy. Provide social work services to patients referred from in and out of the hospital and carry a patient case load as required. Participate in the Tuberculosis rehabilitation programmes of the hospital and associated districts. Strategically coordinate and delegate the departmental activities and resources to achieve maximum productivity. Oversee implementation and submission of Allied Clinical Quality Audits as required. Manage the workflow in the entire department. Provide professional advice on issues pertaining to policies and legislation related to health and social work. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage conflict and implement corrective measures and all governing departmental policies. Compilation and submission of monthly statistics and stock control. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Ensure adherence to Continued Professional Development (CPD) requirements and self-development. Perform any ad-hoc duties allocated by management and must be a team player within the department and institution.

ENQUIRIES: Mr. L. J. Mopeli Tel No: (011) 531 4488/4462

APPLICATIONS: Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham Edenvale.

NOTE: To be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV)/resume, certified ID copy.
CLOSING DATE : 01 March 2019

POST 06/100 : LECTURER PND1/PND2/ SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBNC/2019/PNS01 (X3 POSTS)
Directorate: Nursing Education and Training

SALARY : R362 559 per annum (plus benefits) PN-D1
R420 318 per annum (plus benefits) PN-D2

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing. A minimum of two (2) years’ experience in Clinical Psychiatric Nursing. Valid drivers’ license. The ability to do power point presentation and report writing using micro-sof word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.

DUTIES : Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students’ competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.

ENQUIRIES : Mr. H.R. Letlape Tel No: (011) 983 3007

APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Beresham, 2013

NOTE : Applications must be submitted on a Z83 form with your C.V., certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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 : 01 March 2019

POST 06/101 : LECTURER PND1/PND2 IN MIDWIFERY NURSING SCIENCE REF NO: CHBNC/2019/MNS1 (X7 POSTS)
Directorate: Nursing Education and Training

SALARY : R362 559 per annum (plus benefits) PND1
R420 318 per annum (plus benefits) PND2

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4)
years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. Minimum 5 years' experience in midwifery practice. PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. A minimum of five (5) years' experience in clinical Midwifery Nursing. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license and have ability to drive.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

**ENQUIRIES**

Mrs. T.I. Sithole
Tel No: (011) 983 3010

**APPLICATIONS**

Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013

**NOTE**

Applications must be submitted on a Z83 form with your C.V., certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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**

01 March 2019

**POST 06/102**

LECTURER PND1/PND2 IN GENERAL NURSING SCIENCE REF NO: CHBNC/2019/GNS1 (X6 POSTS)

Directorate: Nursing Education and Training

**SALARY**

R362 559 per annum (plus benefits) PND1
R420 318 per annum (plus benefits) PND2

**CENTRE**

Chris Hani Baragwanath Nursing College

**REQUIREMENTS**

Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. PND2 minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. A thorough knowledge and application of the South African
Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver’s license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

**ENQUIRIES**

Ms. N Kubheka Tel No: (011) 983 3003
Ms. K Kunene Tel No: (011) 983 3005

**APPLICATIONS**

Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013

**NOTE**

Applications must be submitted on a Z83 form with your C.V., certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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**

01 March 2019

**POST 06/103**

LECTURER 1 PND1 / PND2 IN COMMUNITY NURSING SCIENCE REF NO: CHBNC/2019/CNS1

Directorate: Nursing Education and Training

**SALARY**

R362 559 per annum (plus benefits) PND1
R420 318 per annum (plus benefits) PND2

**CENTRE**

Chris Hani Baragwanath Nursing College

**REQUIREMENTS**

Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. Diploma in Community Nursing Science. Primary Health Care qualification would be advantageous. Current SANC registration receipt. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General nursing and Midwifery. PND2 minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations affecting Community Nursing Science. Must be computer literate. Sound communication, supervisory, report writing and
presentation skills. Ability to work in a team and under pressure. Valid driver’s license.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

**ENQUIRIES**

Ms. M.I. Makgoka Tel No: (011) 983 3012

**APPLICATIONS**

Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Berthsam, 2013

**NOTE**

Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D, current SANC receipt, valid driver’s license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the 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**

01 March 2019

**POST 06/104**

ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASD/FIN/10/2/19

**SALARY**

R356 289 per annum (excluding benefits)

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

A Bachelor’s Degree/Diploma (NQF level 6/7) in Financial Management/Accounting. Three years relevant experience Financial Management with 2 years supervisory experience. Knowledge and experience in budget & expenditure, procurement, assets and patient revenue. Good understanding of Financial and Accounting policies, systems and relevant prescripts (Treasury regulations, BAS system, PPPFA, SCM procedures and delegations of authority). Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.

**DUTIES**

Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile Management reports with regard to budget, expenditure and projections and monitor expenditure against budget. Analyze expenditure reports and give sound advice to management for decision making. Ensure timeous submission of monthly, quarterly and annual reports and MTEF reports. Monitor and manage Budget in line with the objectives of the department by ensuring budgetary control mechanism are placed and effective. Provide support and assistance with regard to business planning costing and management. Check payments with regard to authenticity, authorization and allocations. Oversee monthly reconciliation of transversal systems as well as creditor’s reconciliation. Ensure proper controls and
systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff by ensuring their development, performance appraisal and discipline. Supervise collection of cash and capturing of payments. Verify journals. Ensure completeness of patient revenue, by adhering to timeous billing of accounts, tracing and allocation. Identify, evaluate and address/mitigate financial management risks on a continuous basis. And adhoc duties/projects.

ENQUIRIES: Ms. MS Raphalo Tel No: 011 481 2237

NOTE: Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

APPLICATIONS: Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.

FOR ATTENTION: Mr. P.F Monama Tel No: 011 481- 2099; Pulankana.Monama@gauteng.gov.za

CLOSING DATE: 01 March 2019

POST 06/105: DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SIZ007
Department: Radiography/X-Ray Department
Directorate: Allied Health Services

SALARY: R300 828 – R 342 357
CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. Grade 1: No experience required after registration with the HPCSA in the relevant profession. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential.

DUTIES: Participate in providing 24-hour radiographic services in the hospital. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated by manager. Be a team player for the department and the institution.

ENQUIRIES: Mr. L.J. Mopeli Tel No: 011 531 4488/4462

APPLICATIONS: Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham, Edenvale.

NOTE: To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.

CLOSING DATE: 01 March 2019

POST 06/106: PHARMACY ASSISTANT (POST BASIC) GRADE 1 REF NO: SIZ0023
Directorate: Pharmaceutical Services

SALARY: R196 218- R221 034 per annum plus benefits.
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Sizwe Tropical Disease Hospital</th>
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<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Standard 10, Post Basic Qualification as Pharmacy Assistant, registration with Pharmacy Council as a Pharmacy Assistant (Post Basic). Basic communication skills, good interpersonal skills, basic administrative skills, e.g. filing, record keeping, basic calculation skills, basic computer skills, basic research/data collection and analytical skills, basic technical work skills, basic management skills, basic problem-solving skills, decision making skills and ability to work in a team. Understanding of relevant legislation and policies to provide a quality cost effective service, including finance requirements.</td>
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<td>DUTIES</td>
<td>Assist with the management of the expenditure versus budget and compliance with Public Finance Management Act (PFMA). Ordering, stock control and distribution of finished products. Pre-packing, manufacturing and compounding of medicine. Dispensing and provision of information to individuals. Recording and reporting. Form part of the monitoring and evaluation teams. Assist with projects as identified in the pharmacy. Must take effective and appropriate steps to prevent any unauthorised, irregular, fruitless and wasteful expenditure. Perform any legitimate task requested for the provision of pharmaceutical care.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms M.A Rasekgoga, (Pharmacy Supervisor) Tel No: (011) 531 4332</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club &amp; Modderfontein Road, Sandringham, Edenvale.</td>
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<tr>
<td>NOTE</td>
<td>To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.</td>
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<td>CLOSING DATE</td>
<td>01 March 2019</td>
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<td>POST 06/107</td>
<td>HUMAN RESOURCE CLERK REF NO: HRC/ADMIN/11/2/19</td>
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<tr>
<td>SALARY</td>
<td>R163 563 per annum (excluding benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Wits Oral Health Centre</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Degree/Diploma in HRM with 1 year experience or equivalent to Grade 12 with 2 years relevant experience in Human Resource in Public Service. Knowledge of PERSAL. Good understanding of HR policies and regulation prescripts (EEA, PSA, PSR, LRA). Good communication and report writing skills. Able to work under pressure.</td>
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<td>DUTIES</td>
<td>The incumbent will be expected to attend to HR related queries including of leave, remunerations, allowances and other service benefits. Processing and submissions of Human Resource mandates to Gauteng Department of Finance as required. Capture leave and PMDS information on Persal. Manage conditions of services. Assist with management of Human Resource administration: Appointments, Service Terminations, Transfers, Promotions, Salary administrations and other additional duties. Assist with PILIR management and reports. Compile reports on RWOPS and Statutory compliance. Handling of overtime and periodical claims. Reports to HR Manager.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. P.F Monama Tel No: 011 481-2099</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be send to Human Resource Department Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, and Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.</td>
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<tr>
<td>CLOSING DATE</td>
<td>01 March 2019</td>
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<tr>
<td>POST 06/108</td>
<td>MATERIAL RECORDING CLERK REF NO: SIZ0056</td>
</tr>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Sizwe Tropical Disease Hospital</td>
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</table>
REQUIREMENTS: Grade 12 or NQF4 or ABET level 4. Certificate, diploma or degree in SCM, Procurement, Finance & Logistics will be an added advantage. Experience in warehousing, stores & procurement will also be an added advantage. Must be computer literate (MS Word & MS Excel).

DUTIES: Manage accounting section i.e. issuing, and receiving of stock using the VA 11a, VA 10 and VA8 system. Monitoring of stock level and liaise with buyers to order stock. Posting of VA2s, process. Supplier invoices and perform stock records. Keep proper record of relevant documents/information as per PFMA, Treasury Regulations, SCM Policies and PPFPA for Audit purposes, to partake in bi-annual stock take. Compile and reconcile issuing summaries and annexure A & B. Compile monthly departmental cost center. Manage departmental ordering files (VA4 & VA5). Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the supervisor.

ENQUIRIES: Mr. L.P Pheeha Tel No: (011) 531 4372

APPLICATIONS: Applications must be submitted at Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No. 2. Corner Club & Modderfontein Road, Sandringham, Edenvale.

NOTE: To be submitted on Z83 form, certified copies of qualifications, Pharmacy Council current registration curriculum vitae (CV)/resume, certified ID copy.

CLOSING DATE: 01 March 2019
Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

OTHER POST

POST 06/110

ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: REFS/003632

Directorate: Anti-Fraud and Corruption

SALARY

R356 289 per annum

CENTRE

Johannesburg (Head Office)

REQUIREMENTS

Matric plus a 3-year Degree/ National Diploma in Public Administration. A minimum of 3 years’ experience in Education and Awareness. A valid driver’s licence.

DUTIES

Under the supervision of the Deputy Director, will conduct regular awareness campaign to sensitize the department and the stakeholders on the fraud and corruption risks within the department. Will ensure that the communications tools are in place and fully marketed within the department and that collected results thereof is reported to the Director. Ensure that there is regular communication with our stakeholders on matters of fraud and corruption; as well as mechanism in place to deal with fraud and corruption. Assist the Deputy Director in conducting regular Fraud Risk assessments in the department, reporting on same and ensuring the implementation of the control measures. Ensure that reports are generated on the education and awareness measure that are put in place and submit same to the manager. Conduct investigation of ethical violations and assist periodically with auditing of Ethics policies to ensure compliance to ethical standards. Working with the Deputy Director, will ensure training and development for internal capacity of the unit. Investigate and give reports on the effectiveness of the education and awareness campaigns that are conducted. Perform other duties and responsibilities assigned from time to time by the Deputy Director.

ENQUIRIES

Ms K Mavuso @ 071 602 5742.